



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Common Council of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the:	COMMON COUNCIL OF THE CITY OF WAUSAU
Date/Time:	Tuesday, November 22, 2016 at 7:00 pm.
Location:	City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers
Members:	Patrick Peckham, Romey Wagner, David Nutting, Tom Neal, Gary Gisselman, Becky McElhaney, Lisa Rasmussen, Karen Kellbach, Joe Gehin, Sherry Abitz, Dennis Smith

Call to Order

Pledge of Allegiance / Roll Call / Proclamations

Public Comment:	Pre-registered citizens for matters appearing on the agenda and other public comment.
Committee Reports:	(All standing and non-standing committees, commissions or boards)

File #	CMT	Consent Agenda	ACT
16-1101		Minutes of previous meeting(s). (11/09/16)	
16-1114	CISM	Ordinance designating no parking on the north and south sides of the 100 block of West Randolph Street	Approved 4-0
14-0111	ED	Resolution Waiving City's right to purchase property in the Wausau Business Campus in order to allow the title transfer of 7333 Stewart Avenue from Westside Warehousing of Wausau, LLC to Westside Realestate, LLC	Approved 3-0
15-1109	FIN	Resolution Approving Modification of the 2016 Budget for the purchase of hand guns, rifles and optics (Police Department)	Approved 5-0

File #	CMT	Resolutions and Ordinances	ACT
16-1103		Confirmation of Mayor's Appointments	
16-1109	FIN	Resolution Adopting the 2017 City of Wausau Budget and general property tax to support same.	Approved 5-0
16-1109	FIN	Resolution Authorizing the modification of fees to the City of Wausau Fees and Licenses Schedule adopted pursuant to Wausau Municipal Code §3.40.010(a)	Approved 5-0
03-1111	HR	Resolution Authorizing a 2% general wage adjustment for non-represented employees effective 12/31/2016.	Approved 5-0
12-0219	HR	Resolution Approving the City of Wausau Employee Handbook	Approved 5-0
16-1115	HR	Resolution approving reclassifications of exempt and non-exempt employees to comply with Fair Labor Standards Act overtime rule changes	Approved 5-0
16-1111	HR & FIN	Joint Resolution Approving Creation of two (2) Administrative Assistant II Positions in the Police Department (at .5 FTE each)	Approved 5-0 Approved 5-0
16-1112	HR & FIN	Joint Resolution Approving Creation of Youth Safety Coordinator Position (civilian) in the Police Department (1 position at .25 FTE)	Approved 5-0 Approved 5-0
16-1113	PLAN	Ordinance Approving the General Development Plan at 916/918/924/940 South 17th Avenue to allow for a physical therapy center	Approved 7-0
16-1113	PLAN	Resolution Approving the Precise Implementation Plan at 916/918/924/940 South 17th Avenue to allow for a physical therapy center	Approved 7-0
Suspend the Rules: 1(D) <u>Transmission of Committee Business to Council</u> (2/3 Vote required)			
15-1109	FIN	Resolution Authorizing a 2016 Budget Modification to finance the Amendment Number 1 to the 1st Avenue Design Contract with Ayres	Pending

CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

- *Discussion and Possible Action on the Potential Acquisition of Property at 411 Washington Street
- *Discussion and Possible Action on Strategies Related to Potential Tax Increment Finance Plan Changes and/or Plan Creation for the Property at 411 Washington Street
- *Discussion and Possible Action on the Proposals Received for the Property at 411 Washington Street
- *Discussion and Possible Action on the Amendment to the Parking Agreement for the Wausau Center Mall

RECONVENE in Open Session to take action on Closed Session item.

15-0614	FIN	Resolution Approving the purchase of the leasehold and associated structure at 411 Washington Street and related financing and budget modification	Pending
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Public Comment & Suggestions
Adjournment

Signed by Robert B. Mielke, Mayor

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 11/18/16 @ 3:30 pm. Questions regarding this agenda may be directed to the City Clerk.

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL

held on Wednesday, November 9, 2016, at 7:00 pm in the Council Chambers at City Hall.

Mayor Mielke presiding.

Roll Call

11/9/2016 7:02:15 PM

Roll Call indicated 10 members present.

<u>District</u>	<u>Aldersperson</u>	<u>Present</u>
1	Peckham, Patrick	YES
2	Wagner, Romey	YES
3	Nutting, David E.	YES
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Kellbach, Karen	NV
9	Gehin, Joe	YES
10	Abitz, Sherry	YES
11	Smith, Dennis	YES

Communications

- 1) Mayor Mielke stated he would like to acknowledge and recognize the following departments and individuals whose dedication, professionalism, and work ethic has made Wausau the great place that it is. Engineering Department: Sean Gehin and Josh VanBoxel and from Department of Public Works: Todd Hanke, Ka Yang, Brian Petit and Bob Hoffman - for putting in place the new handicap spot located in the front of City Hall. The staff in the City Clerk's Office for everything they did in the presidential election process: Toni Rayala, Mary Goede, Ashley Kline, Jennifer Krivoshein, Lea Wilde, Peggy Steinke, Korey Hoepfner, as well as Sara Marquardt from Community Development.
- 2) Mayor Mielke, in honor of Veterans Day, recognized and thanked the following Council members for their service: David Nutting - Army, Sherry Abitz - Airforce, Dennis Smith - Marine Corps, Romey Wagner - Marine Corps.

Proclamations

Mayor Mielke encouraged all citizens of the community to participate in patriotic activities on **November 11, 2016**, by celebrating **Veterans Day**, and to recognize the valor and sacrifice of all United States veterans.

Public Comment for Pre-registered citizens for matters appearing on the agenda and other public comment.

- 1) Richard Poirier, 3108 Rib Mountain Way, CEO of Church Mutual Insurance, spoke in favor of the proposed housing for NTC students and interns in order to attract and recruit the very best of talent to our area.
- 2) John Heisler, 5105 Lakeshore Dr, Senior Vice President at Aspirus, spoke on behalf of Aspirus in support of the rezoning necessary to provide the housing for students of NTC. He felt it was critical to their workforce.
- 3) Matthew Spink, 1124 Creske St, Mosinee, HR Recruiting Manager at Greenheck, commented they rely on NTC to bring in, teach and retain top talent for our area. The area for improvement was in housing for the students and he urged support.
- 4) Mary Jo Johnson, 500 Morning Glory Ln, EO Johnson Business Technologies, spoke in favor of the housing at NTC to keep the people here and asked them to vote in favor of the rezoning.
- 5) David Eckmann, 200 Washington St, CEO of the Wausau Region Chamber of Commerce, pointed out the economic impact to the area with the housing at NTC.
- 6) William Bertram, 803 McIndoe St, past business leader for Marathon Electric, urged adoption of the rezoning for onsite housing at NTC.
- 7) Mary Kay VanDerGeest, 5585 Cty Hwy A, Merrill, Partner of VanDerGeest Dairy, commented they depend on workers coming from NTC and favored the housing to attract students.
- 8) Jane Kittel, 2907 Windflower Ln, Chief Financial Officer at Connexus Credit Union, spoke to the need of affordable housing to bring students to the Wausau area. She stated the credit union supports this housing project.
- 9) Debra Tetting, 1000 W. Campus Dr, Center Director at Upper Iowa University, which has been housed inside the NTC campus since 1992, spoke of the importance of the housing for student's success.
- 10) Aaron Hoffman, 6202 Danielle Dr, Weston, spoke on behalf of the DC Everest School District indicated they support the onsite housing at NTC.
- 11) Rene Daniels, 3118 Post Road, Executive Director of the Northcentral Wisconsin Workforce Development Board, spoke of their over 30 year partnership with NTC and the need to retain the students in northcentral Wisconsin.
- 12) Craig Timm, 301 Point Basse Ave, Nekoosa, Manages Regional Public Affairs for Domtar, supported the NTC Housing and pointed out it is a win-win, no tax use, and benefits the economy and business.

- 13) Jen Nieuwenhuis Hardel, 1800 Desert Dr, owner of REI Engineering and Northwest Petroleum Service, stated we need a strong student base for a strong employment base because we are facing a shortage of candidates. She supported the project.
- 14) Dr. Kathleen Williams, 2404 Fern Ln, Superintendent of the Wausau School District, encouraged the Council to support the housing project at NTC.
- 15) Maria Volpe, N3016 Pier St, Merrill, Board Chair of Trustees at NTC, stated they led two nights of community conversations to be certain they understood the worries of the neighbors. A solution was an easement to move the driveway to Campus Drive. Concerns were alleviated and everyone was heard. She asked for Council support of the rezoning.
- 16) Paul Proulx, 1105 Jefferson St, past Chair for the Board of Trustees at NTC, spoke in support of the NTC project.
- 17) Riley Damrow, 1917 N. 10th Ave, Apt 9, student of NTC, President of the Honor Society and Campus Ambassador, spoke of the importance of improving the NTC project. Students will be able to get more involved and be more successful without having to travel back and forth.
- 18) Tom Felch, E13031 East Tower, Ringle, President and Owner of J&D Tube Benders, supported this project as an employer in the community; retention is the answer.
- 19) Ravyn Schmidt, W6899 Cedar St, Medford, student at NTC and Director of Communications for the Honor Society at NTC, talked about extracurricular activities she missed out due to the commute.
- 20) Casey Pietz, P4576 Cty Rd N, Birnamwood, student at NTC, read a letter of support for the NTC housing project from Lisa Westfall, President and Owner of Westfall Staffing.
- 21) Amy Southworth, 1021 S. 5th Ave, student at NTC, read a letter of support from for the NTC housing project from Scott Hogan, Senior Vice President of Customer Solutions, UMR, Inc.
- 22) Savanna Jeppesen, W906 Hetland Ave, Rib Lake, student at NTC, read a letter of support from Ken Heffren, District Administrator of Marshfield Clinic.
- 23) Bryce Schulz, 1668 Alpine Rd, student at NTC, Campus Ambassador and President of the Student Government Association spoke in favor of approving the NTC project.
- 24) Troy Brown, 201 S. 13th St, business owner in Antigo and partner with NTC, spoke in favor of the housing project. He noted the average age of students at NTC is 25 years old. It is a great opportunity for good, safe housing.
- 25) Deb Ryan, 702 Elm St, brought up some concerns about the NTC project; whether there was room on the campus, will it be secure, smoke free; point out no grocery in the area, not enough parking, sink holes, etc.

Presentation: Rezoning Request of a Parcel of NTC Property - NTC & DeLeers Construction

Lori Weyers, President of Northcentral Technical College, stated they were requesting rezoning of 5.733 acres of land located at 1000 W. Campus Drive from R1, Single Family Residence District, to R4, General Residence District, for the purpose of construction of a multi-unit apartment complex constructed and operated by DeLeers Construction. John DeLeers conducted a PowerPoint Presentation on the project; the entire presentation can be viewed online Council packet.

Mayor Mielke moved this item forward on the agenda.

00-1115

11/9/2016 8:11:35 PM

Motion by Neal, second by Gehin to adopt the Ordinance of the Plan Commission Rezoning 1000 West Campus Drive from R1, Single Family Residence District, to R4, General Residence District.

Rasmussen commented at the Plan Commission in October there was a fair amount of tension between NTC and its neighbors, partially resulting from a miscommunication or lack of communication. There were concerns with traffic and density and all sorts of things. Plan Commission agreed that they would move the plan forward for us to make the decision tonight with the agreement that NTC would immediately host neighborhood meetings. She stated NTC did everything they were asked to do and held two meetings. The first meeting was to get their arms around the concerns of the neighborhood and figure out a viable solution. The second meeting brought forth a modification of their plan to address almost all of the traffic concerns and landscape and aesthetics.

(3/4 Vote Required)

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

Consent Agenda

11/9/2016 8:13:12 PM

Motion by Nutting, second by Peckham to adopt all of the items on the Consent Agenda as follows:

Wagner requested File 16-0108 be removed from the Consent Agenda so that he can abstain from voting on that item.

16-1001 Minutes of the previous meeting(s). (10/25/16)

12-1106 Resolution of the Capital Improvements & Street Maintenance Committee Authorizing Downtown Snow/Ice Removal 2016-2017

91-0917 Ordinance of the Capital Improvements & Street Maintenance Committee designating handicapped parking south side of Grant Street east of 4th Street

16-1107 Ordinance of the Capital Improvements & Street Maintenance Committee designating no parking, standing or stopping on the north side of Kickbusch Street from a point 1,100 feet east of its intersection with South 13th Street, to South 13th Street

16-1105 Joint Resolution of the Capital Improvements & Street Maintenance Committee and Plan Commission accepting dedication of land from 720 Grant Street for public right-of-way

02-0435 Resolution designating public depositories and authorizing withdrawal of county, city, village, town or school district monies.

04-1006 Resolution of the Finance Committee approving the 2017 Operating Plan for Business Improvement District (BID) No. 1

16-1106 Ordinance of the Plan Commission Amending Wausau Municipal Code by deleting Section 23.32.020(22) "Warehouse and wholesale establishments and storage other than accessory to permitted retail uses" and add same language to Section 23.32.030

16-1108 Ordinance of the Plan Commission Amending Wausau Municipal Code by creating Section 23.26.065 Screening of commercial refuse and recycling containers. "Commercial refuse and recycling containers visible from the city streets shall be effectively screened by a wall, fence, or densely planted hedge of at least 50 percent opacity"

12-1014 Ordinance of the Public Health & Safety Committee Amending Section 8.08,170(b), Licenses

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

16-0108

11/9/2016 8:16:17 PM

Motion by Peckham, second by Gehin to adopt the Resolution of the Public Health & Safety Committee approving or denying various licenses as indicated.

Wagner indicated he would abstain from voting as one of his clients was on the license list.

Yes Votes: 9 No Votes: 0 Abstain: 1 Not Voting: 1 Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Wagner, Romey	ABS
3	Nutting, David E.	YES
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	YES
7	Rasmussen, Lisa	YES
8	Kellbach, Karen	NV
9	Gehin, Joe	YES
10	Abitz, Sherry	YES
11	Smith, Dennis	YES

16-1109 PUBLIC HEARING: Proposed 2017 City of Wausau Budget and Fee Schedule

Mayor Mielke opened the public hearing and introduced the 2017 Budget, noting the Executive Budget was submitted to the Finance Committee for consideration as a cost-to-continue budget and reflected no additional support from the State of Wisconsin, a zero percent increase in health insurance, contingency for future wage adjustments, and the elimination of the rental licensing program. In addition to the base budgets, department heads submitted request to meet service demands of the community, which included increased administrative support for the Police Department; increased inspection support for the Fire Department; increased parks maintenance support; and investments in our streets. He emphasized we are in a "pay me now or pay me later" situation when it comes to maintaining infrastructure. The 2017 budget includes an additional \$90,000 commitment to street maintenance, and while this is a small portion of the total need, he is committed to incrementally increasing the annual commitment over the next several years to ensure we maintain our infrastructure. The city budget under consideration represents a \$0.24 increase per thousand of evaluation; to typical homeowner it equates to about \$2.00 per month.

Rasmussen commented the Finance Committee, with the help of the departments, was able to cut the original proposed mill rate

increase nearly in half. Overall, the mill rate is actually going down because we are getting a reduction in the school district tax and the county is expected to stay flat.

There was no public testimony given and the public hearing was closed.

14-1013

11/9/2016 8:29:15 PM

Motion by Gisselman, second by Nutting to adopt the Resolution of the Plan Commission approving the Precise Implementation Plan at 1418 North 1st Street to allow for a 29-unit multi-family housing development.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

94-0810

11/9/2016 8:31:59 PM

Motion by Neal, second by Rasmussen to adopt the Resolution of the Finance Committee Awarding the Audit Contract for the years 2016 to 2020.

Smith stated he was the dissenting vote on this at Finance Committee because there was a difference between the two vendors of approximately \$36,000, and the only reason he was given at committee is that staff is more comfortable with Schenck than Clifton Larson. He felt that was a lot of money for comfort and indicated he would not support it.

Rasmussen commented she supported it because not only does Schenck possess a familiarity with the city and its inner workings; we also looked at workforce and where the services would be sourced from. There was a fair amount of travel involved with Clifton Larson to source all of the services we would be getting, versus Schenck, who has a local office. She noted the proposal process doesn't require us to take the low bidder and we saw value in Schenck creating a local economic impact and employing local people.

Yes Votes: 8 No Votes: 2 Abstain: 1 Not Voting: 1 Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Peckham, Patrick	YES
2	Wagner, Romey	YES
3	Nutting, David E.	YES
4	Neal, Tom	YES
5	Gisselman, Gary	YES
6	McElhaney, Becky	NO
7	Rasmussen, Lisa	YES
8	Kellbach, Karen	NV
9	Gehin, Joe	YES
10	Abitz, Sherry	YES
11	Smith, Dennis	NO

15-1109

11/9/2016 8:32:37 PM

Motion by Nutting, second by Gehin to adopt the Resolution of the Finance Committee authorizing Annual Budget Modification as required by Ordinance 3.08.050 Annual Budget Adjustment Required.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

12-0220

11/9/2016 8:33:08 PM

Motion by Wagner, second by Gisselman to adopt a Resolution of the Finance Committee authorizing a merit increase for introductory period completion for 2017.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

14-0112

11/9/2016 8:33:39 PM

Motion by Rasmussen, second by Wagner to adopt the Joint Resolution of the Human Resources Committee and Finance Committee approving creation of Deputy Chief's Position in Police Department.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

16-1104

11/9/2016 8:34:23 PM

Motion by Wagner, second by Peckham to adopt the Ordinance of the Public Health & Safety Committee Amending Sections 8.08.001 Definitions (f) adding "Marketplace" and 8.08.010 Certain creatures forbidden.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

13-0309

11/9/2016 8:35:53 PM

Motion by Nutting, second by Neal to adopt the Resolution of the Public Health & Safety Committee authorizing the addition of fees to the City of Wausau Fees and Licenses Schedule adopted pursuant to Wausau Municipal Code Section 3.40.010(a).

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

Suspend Rule

11/9/2016 8:36:24 PM

Motion by Neal, second by Rasmussen to Suspend Rule 1(D) Transmission of Committee Business to Council.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

16-1110

11/9/2016 8:37:29 PM

Motion by Wagner, second by Neal to adopt the Joint Resolution of the Finance Committee and Human Resources Committee authorizing the Wausau Police Department to accept a Victims of Crime Act Grant of \$186,439.00 to establish a Victim Response Team and pursue additional local grant funding to fund the remaining program balance, establish the budget as presented on the attached exhibit within the 2017 Other Grants Fund budget, and approving two addition FTE positions needed to establish the Victim Response Team and backfill of resulting vacant position.

Yes Votes: 10 No Votes: 0 Not Voting: 1 Result: PASS

Public Comment and Suggestions

Peckham commented he attended the Bird City Wisconsin Conference held in Wausau and there was a very big concern among that group about loose cats in the community and that they are the biggest cause of bird mortality.

Adjournment

11/9/2016 8:39:06 PM

Motion by Nutting, second by Neal to adjourn the meeting. Meeting adjourned at 8:40 p.m.

Robert B. Mielke, Mayor
Toni Rayala, City Clerk

**ORDINANCE OF CAPITAL IMPROVEMENTS & STREET
MAINTENANCE COMMITTEE**

Designating no parking on the north and south sides of the 100 block of West Randolph Street

Committee Action: Approved 4-0

Ordinance Number:

Fiscal Impact: None

File Number: 16-1114

Date Introduced: November 22, 2016

The Common Council of the City of Wausau do ordain as follows:

Section 1. That Section 10.20.080(a) of the Wausau Municipal Code is hereby amended as follows:

There shall be no parking:

North and south sides of the 100 block of West Randolph Street

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall be in full force and effect on the day after its publication.

Adopted:

Approved:

Published:

Attest:

Approved:

Robert B. Mielke, Mayor

Attest:

Toni Rayala, Clerk

CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

Date of Meeting: November 10, 2016, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: Gisselman, Abitz, Kellbach, Rasmussen

Also Present: Lindman, Sean Gehin, Graham, Joe Gehin

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Noting the presence of a quorum, at approximately 5:30 p.m. Chairman Gisselman called the meeting to order.

Discussion and possible action to prohibit parking on the north and south side of the 100 block of West Randolph Street

Rasmussen explained this area is on a hill which is basically two blocks east of Thomas Jefferson School and two blocks west of Marathon Electric. There are four houses on this block that have decent sized driveways. The house on the corner is 103 West Randolph. The garage and driveway enter off of 1st Avenue and the property has a double lot to the south so that cars that need to park in the street can park along 1st Avenue to the next house without obstructing anyone's view. 111 and 115 West Randolph are the other two houses on the south side and both have ample driveways. The driveway at 115 West Randolph is over 60' in length and they do not use street parking. The other house on the block is 116 West Randolph who also does not use street parking. These residents have complained about the fact that the residents at 103 West Randolph, which has recently become a rental and possess six to seven vehicles, are parking on Randolph Street from the corner halfway up to 111 West Randolph Street. The residents at 111 West Randolph cannot see to get out of their driveway. The residents of the properties with driveways that enter onto Randolph Street need to move quickly as cars come over the hill. Traffic at the intersection of 1st Avenue and Randolph Street can see if cars are not parked there, but visibility is a problem since these cars have begun to park up the hill. Additionally, the people parking on Randolph Street exit their vehicle in the lane of traffic and vehicles coming over the hill cannot take evasive action quickly enough. In the last month and a half, Rasmussen has received six calls from people who travel the area daily stating they have had near accidents. She feels the least evasive option is for the residents at 103 West Randolph Street to park along 1st Avenue and prohibit parking on the hill. Since the staff report was sent out, many neighbors called to thank her but no one called to oppose. Graham noted that his name was listed on the staff report and he has not received any calls.

Rasmussen moved to approve restricting parking on the north and south side of the 100 block of West Randolph Street. Kellbach seconded and the motion carried unanimously 4-0.

AGENDA ITEM

Discussion and possible action to prohibit parking on the north and south side of the 100 block of West Randolph Street

BACKGROUND

Alderperson Lisa Rasmussen has received multiple complaints regarding on-street parking in the 100 block of W Randolph Street. Residents have voiced concerns over limited visibility caused by a combination of factors including, but not limited to, geography, on-street parking and speeding vehicles. To enhance safety in this location, residents are asking the City to consider prohibiting parking on the north and south side of the 100 block of W Randolph Street.

Crash History

Location: W Randolph Street/N 1st Avenue

Date Range: 1/1/2011 – 10/1/2016

	2011	2012	2013	2014	2015	2016
# of Accidents	0	1	0	1	1	0

A crash history query was also performed for W Randolph Street and N 2nd Avenue. There were no records of crashes at the intersection in the last 5 years.

FISCAL IMPACT

Minimal.

STAFF RECOMMENDATION

Prohibiting parking on the north and south side of the 100 block of W Randolph Street will increase visibility and enhance safety. Consideration should be given to the opinions of residents to ensure the elimination of on-street parking does not unduly affect residents who may require on-street parking.

Staff contact: Lt. Ben Graham – Wausau Police Department – (715) 261-7955

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

Lot one (1) of Certified Survey Map No. 11344 recorded in the office of the Register of Deeds for Marathon County, Wisconsin, in Volume 48 of Certified Survey Maps on page 26, as Document No. 1209231; being a part of the Southeast quarter (SE 1/4) of the Northeast quarter (NE 1/4) of Section thirty-six (36), Township twenty-nine (29) North, Range six (6) East, in the City of Wausau, Marathon County, Wisconsin.

Tax Key: 2906 361 995

PIN: 37-291-4 2906-361-0995

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving Modification of the 2016 Budget for the purchase of hand guns, rifles and optics (Police Department)

Committee Action: Approved 5-0

Fiscal Impact: \$49,200

File Number: 15-1109

Date Introduced: November 22, 2016

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Budget Source: Police Department Salaries</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Amount: \$49,200</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<i>Amount</i> <i>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 checked="" 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 police department requested a budget modification to purchase hand guns, rifles and optics at an estimated cost of \$49,200 from anticipated savings in payroll due to staffing vacancies; and

WHEREAS, your Finance Committee has reviewed and recommends the following budget modification

Decrease	110-36091110	Police Patrol Salaries	\$49,200
Increase	110-37093490	Shooting Range Operating Supplies	\$49,200

NOW THEREFORE BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau that the proper City Officials be and are hereby authorized and directed to modify the 2016 budget as indicated and publish such transfer in the official newspaper.

Approved:

Robert B. Mielke, Mayor

JOINT FINANCE COMMITTEE and HUMAN RESOURCES COMMITTEES

Date and Time: Wednesday, November 9, 2016 @ 5:00 pm., Council Chambers

Finance Members Present: Rasmussen (C), Smith, Kellbach, Gehin, and Nutting

HR Members Present: Wagner (C), Gisselman, McElhaney, Neal, and Smith

Others Present: Groat, Barnes, Hardel, Giese, Jacobson, Kujawa, Krohn, Schock, Mielke, Peckham, Lindman, Klein, Splinter, Duncanson

Discussion and possible action regarding budget modification for firearms - Wausau Police Department

Barnes stated the police department is in need of a significant amount of new rifles. In an effort to have all of our long guns consistent with each other, we want to replace some and some will be sold and traded in. He indicated between that purchase with optics for those rifles, as well as our need to purchase new hand guns this year that we did not budget for, the total cost of those two items is \$49,200. He stated they were estimating an approximate \$100,000 budget surplus after this transfer.

Motion by Nutting, second by Smith to approve the budget modification for firearms. Motion carried 5-0.

RESOLUTION OF THE FINANCE COMMITTEE

Adopting the 2017 City of Wausau Budget and General Property Tax to Support Same.

Committee Action: Approved 5-0

Fiscal Impact: Levy of \$26,084,384

File Number: 16-1109

Date Introduced: November 22, 2016

WHEREAS, the City of Wausau’s Finance Committee and Committee of the Whole have conducted budget meetings to review the budget for the City of Wausau, evaluate project and services additions and deletions, and

WHEREAS, a public hearing was conducted at the November 9, 2016 Common Council meeting to obtain public input, and

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau, the 2017 budget, a summary of which is attached, is hereby adopted, and

BE IT FURTHER RESOLVED, that this summary is supported by a line item detail budget which by this reference is made part of this resolution and represents the official city budget, and

BE IT FURTHER RESOLVED, there is hereby levied a tax of \$26,084,384 including TIF upon all taxable property within the City of Wausau, as returned by the Assessor in the year 2016, for the uses and purposes as set forth in said budget; and the City Treasurer be and is hereby authorized and directed to spread the tax levy upon the current tax roll of the City of Wausau, and

BE IT FURTHER RESOLVED, the City Treasurer be and is hereby authorized and directed to spread the additionally certified State, County, and Schools tax levies upon the current tax roll of the City of Wausau as indicated in the tax levy certifications.

Approved:

Robert B. Mielke, Mayor

**CITY OF WAUSAU
2017 BUDGET ANALYSIS- LEVY DEPENDENT FUNDS**

	2017 EXECUTIVE BUDGET	ESTIMATE ADJUSTMENTS & RECLASSIFICATIONS	SUPPLEMENTAL FUNDING	2017 ADJUSTED BUDGET	2016 BUDGET	CHANGE INCREASE (DECREASE)	PERCENT CHANGE
GENERAL FUND							
Expenditures	\$32,285,027	(\$279,436)	\$188,397	\$32,193,988	\$31,775,190	\$418,798	1.318%
Revenues	14,838,809	(224,350)		14,614,459	15,025,931	(411,472)	-2.738%
Fund's Net Levy Requirement	17,446,218	(55,086)	188,397	17,579,529	16,740,759	838,770	5.010%
RECYCLING FUND							
Expenditures	636,399			636,399	610,165	26,234	4.299%
Revenues	148,636			148,636	148,000	636	0.430%
Fund's Net Levy Requirement	487,763			487,763	470,665	17,098	3.633%
RENTAL LICENSING FUND							
Expenditures				0	151,838	(151,838)	-100.000%
Revenues				0	151,838	(151,838)	-100.000%
Fund's Net Levy Requirement	-			-	-	-	
COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT FUND							
Expenditures	1,377,479		10,000	1,387,479	1,413,654	(26,175)	-1.852%
Revenues	1,445,791			1,445,791	1,445,791	-	0.000%
Fund's Net Levy Requirement	156,375		35,000	191,375	156,375	35,000	22.382%
ROOM TAX FUND							
Expenditures	264,750		59,237	323,987	852,090	(528,103)	-61.977%
Revenues	875,000			875,000	799,000	76,000	9.512%
Fund's Net Levy Requirement	-		-	-	-	-	0.000%
DEBT SERVICE FUND							
Expenditures	7,696,013			7,696,013	7,696,013	-	0.000%
Revenues	3,865,855			3,865,855	3,865,855	-	0.000%
Fund Balance Application	(292,842)			(292,842)	(292,842)	-	0.000%
Fund's Net Levy Requirement	4,123,000			4,123,000	4,123,000	-	0.000%
CAPITAL PROJECT FUND							
Expenditures	3,737,393		89,581	3,826,974	8,713,346	(4,886,372)	-56.079%
Revenues	3,231,565			3,231,565	8,263,346	(5,031,781)	-60.893%
Fund Balance Application			89,581	89,581	-	89,581	
Fund's Net Levy Requirement	505,828		-	505,828	450,000	55,828	12.406%
CENTRAL EQUIPMENT AND FACILITY CAPITAL FUND							
Expenditures	210,800		44,500	255,300	110,800	144,500	130.415%
Revenues			5,000	5,000		5,000	0.000%
Fund Balance Application				-		-	0.000%
Fund's Net Levy Requirement	210,800		39,500	250,300	110,800	139,500	
METRO RIDE FUND							
Expenditures	3,070,894			3,070,894	3,125,481	(54,587)	-1.747%
Revenues	2,269,294			2,269,294	2,326,032	(56,738)	-2.439%
Fund Balance Application	200,000			200,000	252,107	(52,107)	-20.669%
Fund's Net Levy Requirement	601,600			601,600	547,342	54,258	9.913%
PARKING FUND							
Expenditures	1,986,856			1,986,856	2,407,948	(421,092)	-17.488%
Revenues	995,900			995,900	1,048,400	(52,500)	-5.008%
Fund Balance Application & Noncash Depreciation	990,956			990,956	1,148,496	(157,540)	-13.717%
Fund's Net Levy Requirement	-			-	211,052	(211,052)	-100.000%
WAUSAU DOWNTOWN AIRPORT FUND							
Expenditures	386,835			386,835	386,835	-	0.000%
Revenues	133,586			133,586	133,586	-	0.000%
Fund Balance Application(Noncash Depreciation)	173,249			173,249	173,249	-	0.000%
Fund's Net Levy Requirement	90,000			90,000	80,000	10,000	12.500%
ANIMAL CONTROL							
Expenditures	211,285	(12,272)		199,013	193,569	5,444	2.812%
Revenues	148,874			148,874	156,464	(7,590)	-4.851%
Fund's Net Levy Requirement	62,411	(12,272)		50,139	37,105	13,034	35.127%
TOTAL LEVY BEFORE INCREMENT							
	23,683,995	(67,358)	262,897	23,879,534	22,927,098	952,436	4.154%
City's Share of TIF Increment	2,186,795	(6,219)	24,274	2,204,850	2,044,472	160,378	7.844%
TOTAL LEVY							
	\$25,870,790	(\$73,577)	\$287,171	\$26,084,384	\$24,971,570	\$1,112,814	4.456%
<i>Estimated Assessed Value</i>	\$2,700,412,668	(\$11,700,420)	\$7,482,752	\$2,696,195,000	\$2,647,597,500	\$48,597,500	1.836%
Tax Rate Per \$1,000 of Assessed Value	\$9.58031			\$9.6745170	\$9.431785	\$0.24273	2.574%
Equalized Value	\$2,608,454,600			\$2,608,454,600	\$2,633,849,300	(\$25,394,700)	-0.964%
Tax Rate Per \$1,000 of Equalized Value	\$9.91805	\$0.08188		\$9.999938	\$9.4810170	\$0.518921	5.473%

2017 BUDGET CHANGES SUMMARIZED

	<u>Expenses</u>	<u>Revenues</u>	<u>General Property Taxes</u>
GENERAL FUND			
Executive Budget	32,285,027	14,838,809	17,446,218
Accounting Changes:			
Move from Cost Allocation to Direct Allocation of Interfund Charges	(130,350)	(130,350)	-
Move accounting for environmental remediation to Environmental Fund	(113,000)	(113,000)	-
Revenue Adjustment		19,000	(19,000)
Final Health and Dental Plan Adjustments Mar Co Parks	(25,312)		(25,312)
Final Health Plan adjustments CCITC	(5,897)		(5,897)
Audit Services budget reduction	(10,000)		(10,000)
Final Payroll adjustments for new hires			-
Police	4,215		4,215
Fire	908		908
Funded Supplemental Requests			
Public Works			
Street Sealing	50,000		50,000
Street Painting	40,000		40,000
Police			
2 Part time clerical positions net of reduced overtime \$9,480	31,101		31,101
Part time Youth Safety Coordinator	11,856		11,856
Fire			
New Fire Inspector position mid year	39,500		39,500
Parks			
Schulenburg pool summer staffing	15,940		15,940
General Fund - Finance Committee Recommended Budget	32,193,988	14,614,459	17,579,529
COMMUNITY DEVELOPMENT FUND			
Executive Budget	1,377,479	1,445,791	156,375
Funded Supplemental Requests			
Funding Change for CD staff to levy			25,000
New marketing initiatives	10,000		10,000
Community Development Fund - Finance Recommended Budget	1,387,479	1,445,791	191,375

2017 BUDGET CHANGES SUMMARIZED

	<u>Expenses</u>	<u>Revenues</u>	<u>General Property Taxes</u>
CAPITAL PROJECT FUND			
Executive Budget	3,737,393	3,231,565	505,828
Funded Supplemental Requests			
Emerald Ash Borer - funded from carryover funds	50,000		
Oak Island River Edge Trail Repair - funded from carryover funds	33,081		
Athletic Park Furnace Replacement - funded from carryover funds	3,500		
Street Tree Planting - funded from carryover funds	3,000		
Capital Project Fund - Finance Recommended Budget	<u>3,826,974</u>	<u>3,231,565</u>	<u>505,828</u>
CENTRAL EQUIPMENT AND FACILITY CAPITAL FUND			
Executive Budget	210,800		210,800
Funded Supplemental Requests			
Sylvan Hill Fencing for Tubing Hill	6,000		6,000
Highland park LED Light Project	9,500		9,500
Schofield Park Boat Launch Pier	5,000	5,000	-
Barker Stewart Island Interpretive Panels	5,000		5,000
Three M Park Ball Field Rebuild	16,500		16,500
Operation Door Replacement	2,500		2,500
Central Equipment Fund - Finance Recommended Budget	<u>255,300</u>	<u>5,000</u>	<u>250,300</u>
PUBLIC ACCESS FUND			
Executive Budget	45,234	60,300	
Funded Supplemental Requests			
Taping all city meetings	15,000	15,000	
Public Access Fund - Finance Recommended Budget	<u>60,234</u>	<u>75,300</u>	<u>-</u>
ANIMAL CONTROL FUND			
Executive Budget	211,285	148,874	62,411
Reduction in part time CSO officers	(12,272)		(12,272)
Animal Control Budget - Finance Recommended Budget	<u>199,013</u>	<u>148,874</u>	<u>50,139</u>

2017 BUDGET CHANGES SUMMARIZED

	<u>Expenses</u>	<u>Revenues</u>	<u>General Property Taxes</u>
ROOM TAX FUND			
Executive Budget	264,750	875,000	
Funded Supplemental Requests			
Shared 50/50 Maintenance Supervisor with Marathon County	45,552		
Westside Flower Boxes	7,185		
Transfer to 400 Block Fund for sidewalk sealing	6,500		
	<u>323,987</u>	<u>875,000</u>	<u>-</u>
Room Tax Fund - Finance Recommended Budget	323,987	875,000	-
400 BLOCK FUND			
Executive Budget	63,000	63,000	
Funded Supplemental Requests			
400 Block Fund for sidewalk sealing	6,500	6,500	
	<u>69,500</u>	<u>69,500</u>	<u>-</u>
Room Tax Fund - Finance Recommended Budget	69,500	69,500	-
ENVIRONMENTAL & HOLTZ KRAUSE FUND			
Executive Budget	55,981	62,410	
Accounting Changes:			
Move accounting for environmental remediation	113,000	113,000	
	<u>168,981</u>	<u>175,410</u>	<u>-</u>
Environmental & Holtz Krause Fund - Finance Recommended	168,981	175,410	-
WATER UTILITY FUND			
Executive Budget	5,622,004	5,940,400	
New Administrative Assistant position - approved by Common Council 10/25/2016	65,928	-	
	<u>5,687,932</u>	<u>5,940,400</u>	<u>-</u>
Water Utility Fund - Finance Recommended	5,687,932	5,940,400	-
SEWER UTILITY FUND			
Executive Budget	5,622,004	5,940,400	
New Lab Technician position - approved by Common Council 10/25/2016	81,575	-	
Reclass of Sewer Maintenance Supervisor position - approved by Common Council 10/25/2016	6,217		
	<u>5,709,796</u>	<u>5,940,400</u>	<u>-</u>
Sewer Utility Fund - Finance Recommended	5,709,796	5,940,400	-

CITY OF WAUSAU 2017 SUPPLEMENTAL BUDGET REQUESTS

DEPARTMENT	DEPT PRIORITY	DESCRIPTION	ONE TIME OR RECURRING	FTE	COSTS						REVENUES				ESTIMATED ASSESSED TAX RATE IMPACT		
					PERSONNEL	CONTRACTUAL SERVICES	SUPPLIES EXPENSE	BUILDING MATERIALS	CAPITAL OUTLAY	TOTAL	AMOUNT	FUNDING SOURCE	NET BUDGET IMPACT	Deferred		Other Adjustments	Recommended
Police Department	Critical	Two Part time .5 FTE clerical support	Ongoing	1	40,581					40,581			40,581		(9,480)	31,101	\$ 0.013
<i>Portion of this is funded with overtime already budgeted</i>																	
Public Works	Critical	Street Seal Coating	Ongoing			300,000				300,000			300,000	250,000		50,000	\$ 0.020
<i>Create a \$50,000 budget that increases annually by \$50,000 balance funded through application of 85% of 2016 budget savings</i>																	
Fire Department	Critical	Immunization Program	Ongoing			8,700				8,700			8,700		(8,700)	-	\$ 0.000
<i>Fund Immunizations with 2016 budget</i>																	
Public Works	High	Epoxy Paint - Street Signs and Lines	Ongoing			40,000				40,000			40,000			40,000	\$ 0.016
Police Department	Medium	Youth Safety Coordinator	Ongoing	0.25	11,856					11,856			11,856			11,856	\$ 0.005
Community Dev	Critical	Assistant Planner	Ongoing		65,000					65,000	15,000	TID Districts	50,000	25,000		25,000	\$ 0.010
<i>Phase in General Property Tax Funding \$25,000 over Three Years</i>																	
Fire Department	High	Addtl Staffing - Fire Inspector FF/PM	Ongoing	1.00	79,000					79,000			79,000	39,500		39,500	\$ 0.016
Community Dev	Critical	Funding for CDBG Director	Ongoing		20,000					20,000			20,000	20,000		-	\$ 0.000
<i>Phase in General Property Tax Funding \$25,000 over Three Years</i>																	
Parks Department	Critical	Part Time Staffing for Schulenburg Pool - 1 Pool Supervisor & 3 Lifeguards	Ongoing	Seasonal	15,940					15,940			15,940			15,940	\$ 0.006
Community Dev	High	Marketing Support	Ongoing			20,000				20,000			20,000	10,000		10,000	\$ 0.004
Parks Department	High	Athletic Park ClubHouse Furnace Replacement	One Time						3,500	3,500	3,500	2015 Athletic Park Capital Budget	-			-	\$ 0.000
Parks Department	High	Sylvan Hill - Fencing at Tubing Hill	One Time						6,000	6,000			6,000			6,000	\$ 0.002
Parks Department	High	Oak Island River Edge Trail Repair	One Time				34,000			34,000	33,081	Capital Budget Carry Over	919		(919)	-	\$ 0.000
Parks Department	High	400 Block - Seal sidewalk and Electrical Work	Ongoing						6,500	6,500	6,500	Room Tax Fund	-			-	\$ 0.000
Parks Department	High	Emerald Ash Borer Treatment/Removal	Ongoing			200,000				200,000	50,000	Carryover Funding	150,000	150,000		-	\$ 0.000

CITY OF WAUSAU 2017 SUPPLEMENTAL BUDGET REQUESTS

DEPARTMENT	DEPT PRIORITY	DESCRIPTION	ONE TIME OR RECURRING	FTE	COSTS					REVENUES		NET BUDGET IMPACT	Deferred	Other Adjustments	Recommended	ESTIMATED ASSESSED TAX RATE IMPACT
					PERSONNEL	CONTRACTUAL SERVICES	SUPPLIES EXPENSE	BUILDING MATERIALS	CAPITAL OUTLAY	TOTAL	AMOUNT					
Parks Department	High	Highland Park LED Light Project	One Time				9,500			9,500		9,500			9,500	\$ 0.004
Parks Department	High	Schofield Park - Boat Launch Pier	One Time						5,000	5,000	5,000	Conservation Funds	-		-	\$ 0.000
Parks Department	High	Barker Stewart Island Interpretive Panels	One Time						5,000	5,000			5,000		5,000	\$ 0.002
Parks Department	Critical	Cost Share One Park Maintenance Supervisor with the County	Ongoing	0.5	44,055		747		750	45,552	45,552	Room Tax Funds	-		-	\$ 0.000
Parks Department	High	Three M Park _Ball Field Rebuild	One Time					16,500		16,500			16,500		16,500	\$ 0.007
Public Access	High	Addtl FTE to cover City meetings	Ongoing	0.4	15,000					15,000	15,000	Franchise Fee	-		-	\$ 0.000
Parks Department	Medium	Flower Box Additions	Ongoing	Seasonal	1,710		1,975		28,000	31,685	7,185	Room Tax Funds	24,500	(24,500)	-	\$ 0.000
Parks Department	High	Operation shop Door Operations	One Time				2,500			2,500			2,500		2,500	\$ 0.001
Parks Department	High	Tree Replacments	One Time				3,000			3,000	3,000	Street Tree Carryover	-		-	\$ 0.000
															262,897	\$ 0.106824

FINANCE COMMITTEE – BUDGET SESSION #1

Date and Time: Thursday, September 29, 2016 @ 5:30 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Gehin, Nutting

Members Excused: Kellbach

Others Present: Groat, Lindman, Jacobson, Kujawa, Mielke, Wagner, Goede.

Link to the City of Wausau 2017 Proposed Budget:

http://www.ci.wausau.wi.us/Portals/0/Departments/Finance/Documents/FINALCOMBINED_BOOK.pdf

Chairperson Rasmussen called the meeting to order and explained the budget process for the three sessions.

Discussion and possible action regarding the 2017 budget and 2017 fee schedule

Mayor Mielke thanked all the department heads and Finance Director, Maryanne Groat, as we work through this budget process. Groat commented we started out the budget really early this year and have made some technology improvements for how the budget is managed. She noted we have already gone through the CIP process which gets incorporated into our operating budget and we are going over the departmental budgets. She pointed out there were still a couple of unknowns: transportation aids (so we are using last years') and our assessed values (which we will have when Board of Review concludes).

Groat presented a PowerPoint of the City of Wausau 2017 budget. The **2017 PowerPoint** can be accessed on the City's Website: <http://www.ci.wausau.wi.us/Departments/Finance/Budget.aspx>

Groat stated in May of each year we have to inform the state if we are going share increment between the TIF districts, such as the TID #5 donation to TID #3. She suggested putting it on the Council agenda each year in April to determine if they want to continue with it.

Groat stated the Animal Control was a new Enterprise Fund in 2016. She noted last Council made a change to allow any newly licensed pet to get their license at half price. Administratively this has turned out to be an extremely difficult thing to manage because we have so many people buying online. A person can claim it is a new pet when it is not and there have been issues with verifying. Rasmussen felt we should consider reversing this half price fee for a new pet for 2017 since it is an administrative headache and is affecting viability. She indicated she would put it on a future Finance agenda for consideration.

Rasmussen suggested changing Animal Control from an Enterprise Fund to a Special Services Fund, rather than have it operate as a business, because it does not operate like one and is a service we provide to the community. This way the funds from pet licensing and citations are still earmarked for the Animal Control Program.

Groat distributed a packet with departmental supplemental requests and the ranking sheet. She indicated she would invite department heads to the next session to present their supplemental requests and answer questions.

Adjourn

Motion by Gehin, second by Nutting to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:50 pm.

FINANCE COMMITTEE – BUDGET SESSION #2

Date and Time: Tuesday, October 4, 2016 @ 5:30 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Gehin, Kellbach

Members Excused: Nutting

Others Present: Groat, Barnes, Lang, Lindman, Jacobson, Kujawa, Mielke, Neal, Swanborg, Schock, Goede.

Discussion and possible action regarding the 2017 budget and 2017 fee schedule

Rasmussen stated at the last meeting we had a PowerPoint introduction to the budget. The departmental core budgets were based on their cost to continue operations and tonight we will review their supplemental requests.

2017 Supplemental Budget Requests: *(Link to details and narrative of requests)*

http://www.ci.wausau.wi.us/Portals/0/Departments/Finance/Documents/ALL_SUPPLEMENTAL_REQUESTS.pdf

Fire Department

- Chief Kujawa stated immunization is a risk mitigation effort because we don't have everyone immunized; this would get the current staff up to par.
- Kujawa requested funding for the open Fire Inspector position. She stated we get 2% dues from the state of approximately \$110,000 which has several requirements, including inspections of all the inspect-able buildings in the city. She reviewed the duties and many projects/programs the department is undertaking. She noted this person would also be a trained firefighter/medic.

Community Development

- Chris Schock stated the committee in consultation with staff asked for this small amount to do proactive marketing for the city.
- Schock stated for many years our office was independently funded through state and federal dollars, but funds from those federal pots continue to fall. The Director's position is not sustainably funded right now. He proposed to stop-gap that with some amount from the levy.
- Schock stated the strategic plan being adopted later this year and he was proposing to replace the new planner with a junior person rather than senior, which would be a savings to the city. We are not adding a position, but are requesting additional funds from the levy to address declines in other funds. Groat suggested stepping into these over a period of years, such as three or four years, for these two positions.

Public Access

- Rasmussen stated they are requesting additional FTE's to cover city committee meetings. She noted it is the Council's goal to get all of our standing committee meetings on Public Access or viewing on demand.

Parks Department

- Rasmussen stated the Emerald Ash Borer treatment is a big one, \$0.08 on the levy. She questioned if we want to fund it in full in 2017 because the Ash Borer is not here yet. Gehin indicated they would like approximately \$50,000 for removal and preparation for it, which would be \$0.02 on the levy.
- Staffing for the Schulenburg Pool which will be opening in June.
- Cost share on a Park Maintenance Supervisor.
- Deferred maintenance items submitted as a batch adding up to \$91,000, however, none are marked condition critical.
- Flower box additions as developments take place, including new truck.

Police Department

- Cpt. Barnes stated they are under water from a clerical standpoint and have been for quite some time. He noted we are the lowest with clerical support when looking at 26 comparable agencies in the state. In 2013 we had \$17,000 in overtime to staff just to meet deadlines for reporting; 2014 was \$34,000, and 2015 was \$23,000. He stated they will have little to no overtime if the positions are authorized. He felt if they could get two half-time positions instead of a full-time, it saves \$20,000.

- Youth Safety Coordinator, quarter-time position, manages safety patrol; car seat installation and inspections; distracted driving simulators.

Department of Public Works

- Street seal coating - \$300,000 earmarked for approximately one mile of roadway. Lindman stated if we go less than \$200,000 our prices go up for the contract.
- Epoxy paint for street signs and lines. Lindman stated the epoxy paint last up to seven years and our typical latex lasts one to three years. It is also more visible and is reflective.

Rasmussen stated if we were to approve the entire list of supplemental requests there would be an additional \$0.24 increase on the mill rate. She asked the committee to review and rank the requests for the next meeting and reviewed the ranking process.

Groat noted there is the \$76,000 from CBL that is not in the budget and she anticipated some savings from the City County Data Center. She indicated she would have this tabulated for the next meeting.

Adjourn

Motion by Gehin, second by Kellbach to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:30 p.m.

FINANCE COMMITTEE – BUDGET SESSION #3

Date and Time: Thursday, October 6, 2016 @ 5:30 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Kellbach, Gehin, Nutting

Others Present: Groat, Duncanson, Lindman, Jacobson, Kujawa, Mielke, Mohelnitzky, Neal, Goede.

Addendum item:

Discussion and possible action regarding the sole source purchase of used salt conveyor for Department of Public Works

Rasmussen stated there is a piece of equipment at DPW that has broken and through a search they have located a used piece at a substantial savings. Ric Mohelnitzky stated one of the salt spreaders had been damaged and was converted into a barrel filler and to add salt to our sand pile. It has rusted out because it sits outside all year. A new unit would cost \$75,000, but we found a used one through our dealer for \$40,000. He stated it was a good deal and that they had the money in the equipment fund of their budget.

Motion by Smith, second by Gehin to approve the sole source purchase of used salt conveyor for DPW. Motion carried 5-0.

Discussion and possible action regarding the 2017 budget and 2017 fee schedule

Groat distributed the committee rankings of the supplemental requests. She noted Bill Duncanson was present to discuss the Parks Department requests because he was unaware of the last meeting.

Duncanson stated the Ash Borer is not here yet, but when it does get here we are going to want to start to treat it very soon. If it doesn't show up in the next year we are fine and can wait until 2018, but if we find it in the next few months we should start the chemical treatment portion. He indicated Park & Rec Committee had some discussion about the possibility of an Urban Forestry Fee, similar in concept to Wheel Tax. There are a number of municipalities that have implemented Urban Forestry Fees for emergencies or devastating things, such as an ice storm taking down 50% of the street trees. He felt it was something they could think about for possible a spring referendum.

Duncanson stated in 2011 the existing supervisor we had retired and for budget reasons we have been trying to get along without that position, but we've learned we haven't been able to do it. We have had to take higher level resource professionals and managers and have them do more supervision and lower end facility management. He felt reinstating the Maintenance Supervisor position will free up the upper level positions on both the city and the county, especially the city forestry position. He explained when Emerald Ash Borer hits we are going to have a lot of administration and program management. Groat noted based on the levy limit laws, if we create or increase a fee we have to reduce our levy by an equal amount, however, the urban forestry charge is not part of that, so this would be new revenue to the city.

Groat indicated she heard from the state and our Transportation Aids are not going up. The Parks health insurance was about \$25,000 savings; the health insurance savings for CCITC was about \$6,000; and extra money in the audit services of \$10,000 can be taken out. We are still waiting for the equalized values and manufacturing.

Duncanson stated through our county forestry we have a Conservation Aids Fund that can be used in a variety of ways. He indicated he found out this week that he will be able to use some of the money to apply to Schofield Park for next year which could be close to the entire \$5,000 requested.

Discussion followed regarding the supplemental request list and the lower ranked items. Nutting suggested moving the projects forward as they are now in total and they can be debated on the Council floor. Rasmussen indicated there would be a new spreadsheet emailed and updated information at the October 11th Finance Committee meeting.

Motion by Nutting, second by Gehin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:15 pm.

FINANCE COMMITTEE

Date and Time: Tuesday, October 25, 2016 @ 5:00 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Kellbach, Gehin, and Nutting (*entered at 5:09*)

Others Present: Groat, Alfonso, Kujawa, Krohn, Seubert, Schock, Mielke, and Elizabeth Field

Discussion and possible action regarding the 2017 Budget

Groat stated the last time the committee deliberated over the budget the main focus was on the supplemental budget requests and with those all included in the budget we were at a \$0.43 tax rate increase. She went back to look at savings in the existing cost-to-continue budget as well as looking at the supplemental requests to see if the tax rate could be reduced. She reviewed a spreadsheet analyzing all the funds that rely on the levy; what we started out with in the executive budget; changes in estimates in reclassifications; and supplemental funding. It was the committee's preference to fund and include all of the supplemental requests in the budget, so we tried to find alternative funding sources to minimize the financial impact. She reviewed a summary of tax rate changes in detail and indicated the revised rate is a \$0.27 increase or 2.84%.

Rasmussen commented past Councils have been really committed to holding their mill rate increase to either zero or a penny or two, and although their intentions were good, it has created a tremendous backlog of deferred maintenance and uncompleted work and now a number of those things have reached conditional critical. Once we get caught up on some of the work we should be able to plateau or find opportunities for reductions.

Groat stated the assessor has completed her work and will transmit that data to the Department of Revenue who will then establish those assessment ratios and provide us with the assessed values of the manufacturing. She was hoping to have that data in time for the public hearing.

Motion by Nutting, second by Gehin to accept the revisions and move the budget forward to Council for the public hearing. Motion carried 5-0.

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing the modification of fees to the City of Wausau Fees and Licenses Schedule adopted pursuant to Wausau Municipal Code §3.40.010(a)

Committee Action: Pending

Fiscal Impact:

File Number: 16-1109

Date Introduced: November 22, 2016

RESOLUTION

WHEREAS, the City of Wausau has adopted a comprehensive Fees and License Schedule at W.M.C. §3.40.010; and

WHEREAS, the Finance Committee has reviewed proposed changes to the schedule for the 2017 budget as set forth in the attached Exhibit and incorporate these as part of the City of Wausau Fees and Licenses Schedule.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau, that the fees set forth in the attached Exhibit are hereby adopted and incorporated into the City of Wausau Fees and Licenses Schedule adopted pursuant to W.M.C. §3.40.010.

Approved:

Robert B. Mielke, Mayor

FINANCE COMMITTEE

Date and Time: Wednesday, November 9, 2016 @ 5:00 pm., Council Chambers

Finance Members Present: Rasmussen (C), Smith, Kellbach, Gehin, and Nutting

Others Present: Groat, Barnes, Hardel, Giese, Jacobson, Kujawa, Krohn, Schock, Mielke, Peckham, Lindman, Klein, Splinter, Duncanson

Discussion and possible action regarding the 2017 Fee Schedule

Groat stated as part of the budget process we ask all of the departments to look at their fee schedules and make recommendations for improvements, increases, or new revenue sources. She indicated some of the major changes took place in the Fire Department with their EMS billing, as we had not increased the rates in about five years. The EMS Coordinator did a fairly significant survey of what other communities with charging, along with reaching out to our EMS bill company. She noted they are also asking for their inspection fees to change, because of having to do many re-inspections. Groat noted the new schedule goes into effect on January 1st.

Chief Kujawa pointed out the lift assist on the fee schedule states no change, however, she was recommending a \$75 change. Currently it states \$200 after two lift assists and she requested it be changed to \$275.

Motion by Kellbach, second by Gehin to approve the 2017 Fee Schedule, to include the correction as presented by Chief Kujawa. Motion carried 5-0.

CITY OF WAUSAU

2017

COMPREHENSIVE FEE SCHEDULE

FEE, LICENSE, PERMIT, CHARGES DESCRIPTION	STATUTE/ORDINANCE	2016 RATE	DATE OF LAST INCREASE	2017 RATE	CHANGE
DEPARTMENT: AIRPORT					
T-hangars 1-10		\$88.97	2016	\$88.97 *	\$0.00
T-hangars 12-15 & 17-19		\$118.60	2016	\$118.60 *	\$0.00
T-hangar 11, 16, 20		\$133.44	2016	\$133.44 *	\$0.00
T-hangars 21 & 30		\$148.26	2016	\$148.26 *	\$0.00
T-hangars 22-24 & 27-29		\$129.75	2016	\$129.75 *	\$0.00
T-hangars 25 & 26		\$177.91	2016	\$177.91 *	\$0.00
T-hangars 31 & 40		\$155.57	2016	\$155.57 *	\$0.00
T-hangars 32-34 & 37-39		\$137.73	2016	\$137.73 *	\$0.00
T-hangars 35 & 36		\$188.79	2016	\$188.79 *	\$0.00
<i>* under consideration by the Airport Committee</i>					
DEPARTMENT: ASSESSMENT					
Open Records Request per page	Attorney General Opinion	\$0.25		\$0.25	-
Copies of Property Record Cards		\$1.00	2009	\$1.00	-
DEPARTMENT: ATTORNEYS					
DVD copies of traffic stops		\$5.00		\$5.00	-
DEPARTMENT: ENGINEERING/PLANNING/GIS/PUBLIC WORKS					
SPECIAL ASSESSMENTS					
Street Improvement Projects		\$42.00	2016	\$42.00	-
Drive Approach		Actual cost		Actual cost	-
Sidewalk		25% of Actual Cost		25% of Actual Cost	-
Sewer		Actual cost		Actual cost	-
Water		Actual cost		Actual cost	-
PERMIT					
Drive Approach		\$25.00	2014	\$25.00	-
Street Privilege Permits		\$75.00	2014	\$75.00	-
SIDEWALK CAFÉ					
Initial permit application per location without alcohol expansion		\$45.00	2013	\$45.00	-
Initial permit application per location with alcohol expansion		\$80.00	2013	\$80.00	-
Renewal per location without alcohol expansion		\$20.00	2013	\$20.00	-
Renewal per location with alcohol expansion		\$40.00	2013	\$40.00	-
STORMWATER PERMITS					
Permit applications with only construction site erosion control					
Less than 1 acre (per site)		\$40.00		\$40.00	-
Greater than 1 acre (per site)		\$40.00 + \$25 for each additional acre		\$40.00 + \$25 for each additional acre	-
Permit applications with a post-construction stormwater management plan					
Residential Subdivision Plats (per lot)		\$25.00		\$25.00	-
All other site (per site)		\$25.00 per lot		\$25.00 per lot	-
Note: No fees shall exceed \$500		\$150 per site + \$25 per acre > 1 acre		\$150 per site + \$25 per acre > 1 acre	-
PARKING					
Sears/Penneys Ramps	Set by Mall Agreement	0-2 Hours = No charge	2009	0-2 Hours = No charge	-
	Set by Mall Agreement	2-3 Hours = \$.25		2-3 Hours = \$.25	-
	Set by Mall Agreement	3-4 Hours = \$75		3-4 Hours = \$75	-
	Set by Mall Agreement	4-5 Hours = \$1.50		4-5 Hours = \$1.50	-
	Set by Mall Agreement	Additional hours = \$1.00		Additional hours = \$1.00	-
	Set by Mall Agreement	Arrive btwn 6 pm - 10 pm = No charge		Arrive btwn 6 pm - 10 pm = No charge	-
		Monthly key card:		Monthly key card:	-
		Penneys=\$35.00		Penneys=\$35.00	-
		Sears=\$25.00		Sears=\$25.00	-
		Coupon book (15 daily coupons):		Coupon book (15 daily coupons):	-
		Penneys = \$26.00		Penneys = \$26.00	-
		Sears=\$18.00		Sears=\$18.00	-
McClellan/Jefferson Street Ramps		Monthly permit = \$35		Monthly permit = \$35	-
		Meters = \$.50 per hour		Meters = \$.50 per hour	-
Library/Scott Street Lots		Monthly permit = \$35		Monthly permit = \$35	-
		Meters = \$.50 per hour		Meters = \$.50 per hour	-
3rd & Grant Street Lot		Monthly permit = \$30		Monthly permit = \$30	-
		Meters = \$.50 per hour		Meters = \$.50 per hour	-
River Drive Lot		Monthly permit = \$5		Monthly permit = \$5	-
		Meters = \$.20 per hour		Meters = \$.20 per hour	-
Jefferson Street Lot		Monthly permit = \$22		Monthly permit = \$22	-
		Meters = \$.20 per hour		Meters = \$.20 per hour	-
McClellan Street/Presbyterian Church Lot		Monthly permit = \$15		Monthly permit = \$15	-
4th & Washington/3rd & McClellan Street Lot		Meters = \$.50 per hour		Meters = \$.50 per hour	-
Jefferson Street Inn/Federal Bldg.		Meters = \$.50 per hour		Meters = \$.50 per hour	-
		2 hour free parking		2 hour free parking	-
Penneys Forest Street Lot		Meters = \$.50 per hour		Meters = \$.50 per hour	-
		30 minute free parking		30 minute free parking	-
First Wausau Tower		Free evenings & weekends		Free evenings & weekends	-
Street Meters		Meters = \$.20 per hour		Meters = \$.20 per hour	-
GIS MAP FEES					
Digital Data (per quarter section)		\$21.00	2016	\$21.00	-

CITY OF WAUSAU

2017

COMPREHENSIVE FEE SCHEDULE

FEE, LICENSE, PERMIT, CHARGES DESCRIPTION	STATUTE/ORDINANCE	2016 RATE	DATE OF LAST INCREASE	2017 RATE	CHANGE
Digital Photography (per quarter section)		\$26.25	2016	\$26.25	-
Digital Photography/Orthophotography (per section, TIFF format)		\$105.00	2016	\$105.00	-
Labor (per hour, charged in 5 min increments)		\$60.90	2016	\$60.90	-
Computer Processing (per hour, charged in 5 min increments)		\$29.40	2016	\$29.40	-
Color Official City Map		\$8.40	2016	\$8.40	-
Color Annexation Map		\$8.40	2016	\$8.40	-
Color Zoning Map		\$8.40	2016	\$8.40	-
Color Aldermanic District Map		\$8.40	2016	\$8.40	-
Color Official City/House Number/ Zoning Map		\$4.20	2016	\$4.20	-
Black and White Official City Map		\$4.20	2016	\$4.20	-
Black and White Official City/House Number/Zoning Map		\$2.10	2016	\$2.10	-
MISCELLANEOUS FEES & PERMITS					
Block Party Permit		\$31.50	2016	\$31.50	-
Weed Trimming (Private Residence) Minimum Charge		\$108.12	2016	\$108.12	-
Snow Removal (Private Residence) Minimum Charge		\$94.44	2016	\$94.44	-
Snow Removal (Downtown) per foot		\$7.80	2016	\$7.80	-
Yard Waste Permit for Contractors Serving 1-25 Customers		\$78.75	2016	\$78.75	-
Yard Waste Permit for Contractors Serving 26-50 Customers		\$157.50	2016	\$157.50	-
Yard Waste Permit for Contractors Serving 51-100 Customers		\$288.75	2016	\$288.75	-
Steaming Private Laterals		\$126.98	2016	\$126.98	-
DEPARTMENT: FINANCE					
NSF Check Return Charge		\$45.00	11/9/2010	\$45.00	-
Photo Copies per page	Attorney General Opinion	\$0.25	11/9/2010	\$0.25	-
Open Records Request - CD		\$15.00	11/9/2010	\$15.00	-
Tax Exempt Biennial Report Fee		\$50.00	11/9/2010	\$50.00	-
Special Assessment Exam Fee		\$72.00	7/7/1905	\$72.00	-
Special Assessment Exam Fee - Rush Order		\$82.00	7/7/1905	\$82.00	-
Special Assessment Exam Fee - Walk Through		\$92.00	7/7/1905	\$92.00	-
Amended Applications		\$10.50	7/8/1905	\$10.50	-
PET/ANIMAL FEES					
	8.08				
Spayed/Neutered Dog or Cat		\$18.00	11/1/2013	\$18.00	-
Microchip Discount		-\$8.00	\$2,016	-\$8.00	-
Not Spayed/Neutered Dog or Cat		\$60.00	11/1/2013	\$60.00	-
Dangerous Animal License		\$75.00	5/14/2007	\$75.00	-
Annual Pet License Late Fee		Double the license	11/1/2013	Double the license	-
Pet Fancier Permit		\$35.00	2014	\$35.00	-
Honey Bee Permit		\$20.00	2014	\$20.00	-
Honey Bee Permit -Late Fee		Double the permit fee	2014	Double the permit fee	-
Sale of live poultry or farm raised game birds at a marketplace	8.080.010(d)	\$25.00	7/8/1905	\$25.00	-
ALCOHOLIC BEVERAGES/CIGARETTE LICENSES AND FEES					
Class A Beer Retailer		\$350.00	1/1/2004	\$350.00	-
Class A Liquor Retailer	125.51(2)(d)	\$500.00	1/1/2004	\$500.00	-
Class A Beer & Liquor Retailer		\$850.00	1/1/2004	\$850.00	-
Class B Beer Retailer	125.26(3)	\$100.00	1/1/2004	\$100.00	-
Class B Beer & Liquor Retailer	125.51(2)(D) & 125.26(3)	\$600.00	1/1/2004	\$600.00	-
Class B Beer & Liquor 1/2 Year	(covers curling club)	\$300.00	1/1/2004	\$300.00	-
Class B Beer & Class C Wine		\$200.00	1/1/2006	\$200.00	-
Class B Beer - Picnic	125.26(6)	\$10.00	1/1/1998	\$10.00	-
Class C Wine	125.51(3m)(e)	\$100.00	1/1/2006	\$100.00	-
Provisional Retail License	125.17(5)(c)	\$15.00	1/1/1998	\$15.00	-
Reserve Class B Liquor Retailer License	125.51(3)(e)2	\$10,000.00	1/1/2004	\$10,000.00	-
Tavern Entertainment License		\$250.00	1/1/2004	\$250.00	-
Liquor Establishment Publication Fee - Group		\$30.00		\$30.00	-
Liquor Establishment Publication Fee - Single		\$65.00		\$65.00	-
Change of Agent/Officer Processing	125.06(2)(e)	\$10.00	1/1/1998	\$10.00	-
Alcohol Premise Transfer	(moving buildings)	\$10.00	1/1/1998	\$10.00	-
Alcohol Premise Amendment		\$150.00		\$150.00	-
Cigarette Sales	134.65(2)(a)	\$100.00	1/1/1998	\$100.00	-
Alcoholic Beverage/Cigarette Application Late Filing Fee		\$50.00		\$50.00	-
Bartender Fees					
1 Year Operator - New Applicant		\$65.00	1/1/2004	\$65.00	-
1 Year Operator - Restricted		\$65.00	1/1/2004	\$65.00	-
2 Year Operator - Renewal		\$100.00	1/1/2004	\$100.00	-
2 Year Operator - Restricted		\$100.00	1/1/2004	\$100.00	-
2 Year Operator - Lapsed (Within 2 licensing periods)		\$115.00	1/1/2004	\$115.00	-
Operator License Duplicate		\$5.00	1/1/2004	\$5.00	-
Temporary Operator -Event Bartender		\$10.00	1/1/1998	\$10.00	-
TRANSIENT MERCHANT LICENSES					
Direct Seller - Cash/Surety Bond		\$0.00	1/1/1998	\$0.00	-
Direct Seller Business Registration License 30 Days		\$50.00	1/1/1998	\$50.00	-

CITY OF WAUSAU

2017

COMPREHENSIVE FEE SCHEDULE

FEE, LICENSE, PERMIT, CHARGES DESCRIPTION	STATUTE/ORDINANCE	2016 RATE	DATE OF LAST INCREASE	2017 RATE	CHANGE
Direct Seller Business Registration License 60 Days		\$100.00	1/1/1998	\$100.00	-
Direct Seller Business Registration License 90 Days		\$150.00	1/1/1998	\$150.00	-
Direct Seller Business Registration License 120 Days		\$200.00	1/1/1998	\$200.00	-
Direct Seller- Employee Registration License 30 Days		\$25.00	5/22/2012	\$25.00	-
Direct Seller - Employee Registration License 60 Days		\$50.00	5/22/2012	\$50.00	-
Direct Seller - Employee Registration License 90 Days		\$75.00	5/22/2012	\$75.00	-
Direct Seller - Employee Registration License 120 Days		\$100.00	5/22/2012	\$100.00	-
SECOND HAND DEALERS					
Second Hand Dealer - Article		\$225.00	5/22/2012	\$225.00	-
Second Hand Dealer - Jewelry		\$225.00	5/22/2012	\$225.00	-
Second Hand Dealer Mall/Flea Market License/Yr.		\$180.00	5/22/2012	\$180.00	-
Second Hand Dealer Mall/Flea Market License/Day		\$55.00	5/22/2012	\$55.00	-
Pawn Brokers License		\$225.00	5/22/2012	\$225.00	-
Special Event Second Hand Dealer (mall or flea market)		\$55.00	5/22/2012	\$55.00	-
Flea Market License		\$180.00	5/22/2012	\$180.00	-
PUBLIC TRANSPORTATION					
Taxicab/Limo Transportation Companies		\$200.00	1/1/2004	\$200.00	-
Taxicab/Limo Operator License - New & Renewal		\$50.00	1/1/2004	\$50.00	-
Taxicab/Limo Operator License - Duplicate ID		\$10.00		\$10.00	-
ESCORT AND ESCORT SERVICES					
	5.19				
Escort License Application Fee		\$500.00	2014	\$500.00	-
Escort License Late Fee		\$1,000.00	2014	\$1,000.00	-
Escort License Registration Fee for Operators, Employees and Independent Contractors		\$500.00	2014	\$500.00	-
STREET VENDING					
Annual License		\$100.00	2013	\$100.00	-
Semi Annual License		\$75.00	2013	\$75.00	-
MOBILE HOME LICENSE					
Mobile Home - per month	5.68.020/ 66.0435	\$10.00		\$10.00	-
Mobile Home Park (for each fifty spaces or fraction thereof within each mobile home park)	5.68.020/ 66.0435	\$100.00		\$100.00	-
PUBLIC AMUSEMENTS					
Public exhibitions (per performance)		\$45.00	1/1/2004	\$45.00	-
Public exhibitions (per year)		\$200.00	1/1/2004	\$200.00	-
Entertainment facility		\$475.00	9/22/2005	\$475.00	-
Entertainment facility operator		\$45.00	9/22/2005	\$45.00	-
Temporary entertainment facility		\$50.00	11/14/2004	\$50.00	-
Amusement device distributor		\$250.00	1/1/2004	\$250.00	-
Amusement devices (per unit)		\$40.00	1/1/2004	\$40.00	-
Coin-operated music machines (per unit)		\$40.00		\$40.00	-
Public dance hall		\$35.00	1/1/2004	\$35.00	-
Teen dance hall		\$50.00	1/1/2004	\$50.00	-
Private teen club		\$50.00	1/1/2004	\$50.00	-
Theater		\$185.00	1/1/2004	\$185.00	-
Adult-Oriented Establishments		\$600.00	1/1/2004	\$600.00	-
Amended Application		\$250.00	Unknown	\$250.00	-
Late Fee		\$100.00	Unknown	\$100.00	-
400 Block Rental Fees					
Event sponsored by commercial enterprise - per hour		\$60.00	Unknown	\$60.00	-
Event sponsored by commercial enterprise - per day		\$600.00	Unknown	\$600.00	-
Event sponsored by private group - per hour		\$60.00	Unknown	\$60.00	-
Event sponsored by private group - per day		\$600.00	Unknown	\$600.00	-
Admission Event of wide interest open to public or sponsored by not-for profit or club - per hour		\$30.00	Unknown	\$30.00	-
Admission Event of wide interest open to public or sponsored by not-for profit or club - per day		\$300.00	Unknown	\$300.00	-
Admission Event of limited interest sponsored by not for profit or club - per hour		\$30.00	Unknown	\$30.00	-
Admission Event of limited interest sponsored by not for profit or club - per day		\$300.00	Unknown	\$300.00	-
SPECIAL EVENTS					
Category 1		\$150.00	1/1/2015	\$150.00	-
Category 2		\$45.00	1/1/2015	\$45.00	-
Category 3		\$75.00	1/1/2015	\$75.00	-
Multiple Day Event		125% of event rate		125% of event rate	Varies
Serial Day Event Rate		200% of the event rate		200% of the event rate	Varies
Late Filing Fee					
Category 1		\$150.00	1/1/2015	\$150.00	-
Category 1		\$75.00	1/1/2015	\$75.00	-
Juke Box Distributor		\$250.00		\$250.00	-
MISCELLANEOUS LICENSES AND PERMITS					
Christmas Tree Sales License		\$25.00	1/1/2004	\$25.00	-

CITY OF WAUSAU

2017

COMPREHENSIVE FEE SCHEDULE

FEE, LICENSE, PERMIT, CHARGES DESCRIPTION	STATUTE/ORDINANCE	2016 RATE	DATE OF LAST INCREASE	2017 RATE	CHANGE
Sidewalk Layers License		\$600.00		\$600.00	-
Horse-Drawn Carriage License		\$25.00	1/1/1998	\$25.00	-
Bituminous Concrete License		\$60.00	1/1/2004	\$60.00	-
Cement Contractors License		\$90.00	1/1/2004	\$90.00	-
Electrical Contractors License		\$150.00	1/1/2009	\$150.00	-
Garbage Haulers License		\$125.00	1/1/2004	\$125.00	-
Newsrack Permit	5.61.050	\$40.00	1/1/2004	\$40.00	-
Newsrack Inspection Fee	5.61.050	\$10.00		\$10.00	-
Hotel/Motel Permit	3.25.050	\$10.00		\$10.00	-
Hotel/Motel Permit Reinstatement Fee	3.25.050	\$10.00		\$10.00	-
DEPARTMENT: FIRE					
Fire Safety House Rental		\$125.00	2007	\$125.00	-
Variance w/no position statement		\$35.00	2007	\$35.00	-
Variance w/position statement/no site visit		\$75.00	2007	\$75.00	-
Variance w/o position statement/with a site visit		\$125.00	2007	\$125.00	-
Fireworks/Pyrotechnics Permits		\$100.00	2014	\$100.00	-
Fireworks/Pyrotechnics Standbys		\$300.00	2014	\$300.00	-
Tent Permit		\$30.00	2014	\$30.00	-
Controlled Burning Permit		\$250.00	2007	\$250.00	-
Wood Fired Apparatus inspections		\$20.00	2006	\$20.00	-
Recreational Burning Permit (5 years)		\$30.00	2014	\$30.00	-
False Alarms: First Two False Alarm Calls		No Fee	2006	No Fee	-
False Alarms: Third and Fourth False Alarms		\$60.00	2014	\$60.00	-
False Alarms: Fifth thru Eighth False Alarms		\$400.00	2006	\$400.00	-
False Alarms: Ninth and Subsequent Alarms		\$800.00	2006	\$800.00	-
Confined Space Entry Standbys (On-Duty)		\$50.00	2006	\$50.00	-
Other City Department Standbys (On-Duty)		\$100.00	2006	\$100.00	-
Wisconsin Valley Fair Inspections		\$100.00	1998	\$100.00	-
Wisconsin Valley fair Standbys (On-Duty)		\$250.00	1998	\$250.00	-
Tank Removal Permit Fee		\$100.00	2009	\$100.00	-
Tank Removal/Installation Fee					-
Bats and Bees Runs		\$25.00	2014	\$25.00	-
Training classes		\$50.00	2014	\$50.00	-
Transport to Health Care Facility		\$100.00	2014	\$100.00	-
Transport Surcharge for Bariatric Patients		\$50.00	2014	\$50.00	-
Inspection Fees					
Initial Inspection Fee		\$0.00		\$0.00	-
1 st Re-inspection		\$0.00		\$0.00	-
2 nd Re-inspection		\$30.00		\$30.00	-
3 rd Re-inspection		\$30.00		\$60.00	30.00
4 th Re-inspection		\$30.00		\$90.00	60.00
5 th Re-inspection		\$30.00		\$120.00	90.00
6 th Re-inspection		\$30.00		\$150.00	120.00
Additional Re-inspections		\$30.00		\$150.00	120.00
EMS					
BLS Resident		\$575.00	2011	\$725.00	150.00
BLS - Non Resident		\$750.00	2011	\$900.00	150.00
ALS1 - Resident		\$650.00	2011	\$825.00	175.00
ALS1 - Nonresident		\$850.00	2011	\$1,000.00	150.00
ALS2 - Resident		\$725.00	2011	\$900.00	175.00
ALS2 - Nonresident		\$950.00	2011	\$1,100.00	150.00
SCT Resident		\$900.00	2014	\$1,050.00	150.00
SCT Nonresident		\$1,050.00	2014	\$1,200.00	150.00
Mileage - Resident		\$13.50	2011	\$17.00	3.50
Mileage - Nonresident		\$15.00	2011	\$17.00	2.00
Oxygen		\$65.00	2011	\$70.00	5.00
Spinal Immobilization		\$150.00	2011	\$155.00	5.00
BLS - On Scene Care -Resident		\$225.00	2011	\$275.00	50.00
BLS - On Scene Care - Nonresident		\$225.00	2011	\$300.00	75.00
ALS - On Scene Care		\$625.00	2011	\$750.00	125.00
ALS On Scene Care - Nonresident		\$825.00	2011	\$925.00	100.00
Lift Assist					
First two		\$0.00		\$0.00	-
Each additional assist over two		\$200.00		\$275.00	75.00
DEPARTMENT: PARKS/RECREATION/FORESTRY					

CITY OF WAUSAU

2017

COMPREHENSIVE FEE SCHEDULE

FEE, LICENSE, PERMIT, CHARGES DESCRIPTION	STATUTE/ORDINANCE	2016 RATE	DATE OF LAST INCREASE	2017 RATE	CHANGE
Administrative Fee		\$25.00	1/1/2015	\$25.00	-
Administrative Fee for Contracts w/Insurance		\$25.00	1/1/2015	\$25.00	-
Boat Launch - Annual Sticker		\$25.00	1/1/2010	\$25.00	-
Boat Launch - Business Sticker		\$50.00	1/1/2014	\$50.00	-
Boat Launch - Daily Pass		\$4.00	1/1/2010	\$5.00	1.00
Boat Launch - Additional Sticker		\$10.00	1/1/2014	\$10.00	-
Boat Launch - Replacement Sticker		\$10.00	1/1/2015	\$10.00	-
Boat Launch - Violation Notice		\$25.00	1/1/2014	\$25.00	-
Playground Program- Resident		\$31.00	1/1/2016	\$32.00	1.00
Playground Program - Non Resident		\$40.00	1/1/2016	\$41.00	1.00
Tennis Program - Resident - Child 5-6 yrs.		\$20.00	1/1/2016	\$21.00	1.00
Tennis Program - Resident - Child 7 and Older		\$40.00	1/1/2016	\$41.00	1.00
Tennis Program - NonRes - Child 5-6 yrs.		\$25.00	1/1/2016	\$26.00	1.00
Tennis Program - NonRes - Child 7 and Older		\$52.00	1/1/2016	\$54.00	2.00
Tennis Program - Family - Res (2-4 people)		\$65.00	1/1/2016	\$67.00	2.00
Tennis Program - Family - Res (each additional)		\$10.00	1/1/2015	\$11.00	1.00
Tennis Program - Family - NonRes (2-4 people)		\$85.00	1/1/2016	\$88.00	3.00
Tennis Program - Family - NonRes (each additin)		\$13.00	1/1/2015	\$14.00	1.00
Soccer Camp - Res over sponsor fee		\$15.00	1/1/2012	\$16.00	1.00
Soccer Camp-NonRes over sponsor fee		\$20.00	1/1/2012	\$21.00	1.00
Dog Gone Snow Stomp/ Pool Party - ages 14 and over		\$5/person	1/1/2012	\$5/person	-
Tubing - Daily - Youth		\$6.50	1/1/2016	\$6.50	-
Tubing - Daily - Youth 4 Admissions		\$24.50	1/1/2016	\$24.50	-
Tubing - Daily - Youth 8 Admissions		\$48.00	1/1/2016	\$48.00	-
Tubing - Daily - Youth 12 Admissions		\$71.50	1/1/2016	\$71.50	-
Tubing - Daily - Adult		\$9.00	1/1/2016	\$9.00	-
Tubing - Daily - Adult 4 Admissions		\$34.00	1/1/2016	\$34.00	-
Tubing - Daily - Adult 8 Admissions		\$66.50	1/1/2016	\$66.50	-
Tubing - Daily - Adult 12 Admissions		\$99.00	1/1/2016	\$99.00	-
Tubing Private Rental - 1 Tow		\$365.00	1/1/2016	\$365.00	-
Tubing Private Rental - 2 Tows		\$570.00	1/1/2016	\$570.00	-
Swim Lesson - Resident - Parent-Child		\$14.00	1/1/2016	\$15.00	1.00
Swim Lesson - Resident - Pre-School		\$20.00	1/1/2016	\$21.00	1.00
Swim Lesson - Resident - Levels 1-5		\$34.00	1/1/2016	\$35.00	1.00
Swim Lessons - NonRes - Parent-Child		\$18.00	1/1/2016	\$19.00	1.00
Swim Lessons - NonRes - Pre-School		\$25.00	1/1/2016	\$26.00	1.00
Swim Lessons - NonRes - Levels 1-5		\$42.00	1/1/2016	\$43.00	1.00
Water Exercise - Resident-Fall/Winter Session		\$40.00	1/1/2016	\$41.00	1.00
Water Exercise - NonRes - Fall/Winter Session		\$50.00	1/1/2016	\$52.00	2.00
Swim - Season Pass - Resident - Youth		\$30.00	1/1/2016	\$30.00	-
Swim - Season Pass - Resident - Adult		\$45.00	1/1/2016	\$45.00	-
Swim - Season Pass - Resident - Family (1st two members)		\$70.00	1/1/2016	\$70.00	-
Swim - Season Pass - Resident - Family (each additional member)		\$10.00	1/1/2016	\$10.00	-
Swim - Season Pass - NonResident - Youth		\$40.00	1/1/2016	\$40.00	-
Swim - Season Pass - NonResident - Adult		\$60.00	1/1/2016	\$60.00	-
Swim - Season Pass - NonResident - Family		\$95.00	1/1/2016	\$95.00	-
Swim - Season Pass - NonResident - Family (each additional member)		\$15.00	1/1/2016	\$15.00	-
Discounts:					
Holiday Discount 12/1/2016 to January 5,2017		15% Discount		15% Discount	
Early Bird January 6, 2017 to April 15, 2017		10% Discount		10% Discount	
MidSeason Discount July 15, 2017 to End of Season		45% Discount		45% Discount	
Swim - Agency Pass		\$30.00	1/1/2013	\$35.00	5.00
Swim - Agency Pass per visit Kaiser, Memorial & Schulenburg		\$1.00/person		\$1.00/person	-
Fee to Replace Lost Pass (1st One is FREE)		\$2.00	1/1/2010	\$2.00	-
Swim-Daily Admittance-Youth(1-17)-1p-7:50p Kaiser, Memorial, Schulenburg		\$2.00	1/1/2015	\$2.00	-
Swim-Daily Admittance-Adult(18-59)-1p-7:50p Kaiser, Memorial, Schulenburg		\$3.00	1/1/2015	\$3.00	-
Swim-Daily Admittance-Senior(60+)-1p-7:50p Kaiser, Memorial, Schulenburg		\$2.00	1/1/2015	\$2.00	-
Swim-Daily Admittance-Youth(1-17)-6p-7:50p Kaiser, Memorial, Schulenburg		\$1.00	1/1/2015	\$1.00	-
Swim-Daily Admittance-Adult(18-59)-6p-7:50p Kaiser, Memorial, Schulenburg		\$2.00	1/1/2015	\$2.00	-
Swim-Daily Admittance-Senior(60+)-6p-7:50p Kaiser, Memorial, Schulenburg		\$1.00	1/1/2015	\$1.00	-
Swim - Daily Admittance - Infants<1 - 1p-7:50p Kaiser, Memorial, Schulenburg		Free		Free	-
Swim-Wednesdays-Youth,Adult,Senior(60+) 6p-7:50p Kaiser, Memorial, Schulenburg		Free		Free	-
Swimming Pool Rental no Waterslides		\$250.00		\$250.00	-
Swimming Pool Rental with Waterslides		\$300.00		\$300.00	-
Parks - Non-Exclusive Use - NonCommrc/day		\$129.00	1/1/2016	\$134.00	\$5.00
Parks - Non-Exclusive Use - Commercial/day		\$263.00	1/1/2016	\$274.00	\$11.00
Parks - Oak Island Shelter - NonCommrc/day		\$137.00	1/1/2016	\$142.00	\$5.00
Parks - Oak Island Shelter - Commercial/day		\$284.00	1/1/2016	\$295.00	\$11.00
Parks - PleasantView Shelter - NonComm/day		\$91.00	1/1/2016	\$95.00	\$4.00
Parks - PleasantView Shelter-Commercial/day		\$185.00	1/1/2016	\$192.00	\$7.00
Parks - Riverside Shelter-NonComm-1-200/day		\$203.00	1/1/2016	\$211.00	\$8.00
Parks - Riverside Shelter - Comm - 1-200 /day		\$419.00	1/1/2016	\$436.00	\$17.00
Parks - Riverside Shelter - NonComm - 201-300		\$337.00	1/1/2016	\$350.00	\$13.00
Parks - Riverside Shelter - Comm - 201-300/day		\$698.00	1/1/2016	\$726.00	\$28.00
Parks - Riverside Shelter - NonComm - 301-400		\$476.00	1/1/2016	\$495.00	\$19.00
Parks - Riverside Shelter - Comm - 301-400/day		\$984.00	1/1/2016	\$1,023.00	\$39.00

CITY OF WAUSAU

2017

COMPREHENSIVE FEE SCHEDULE

FEE, LICENSE, PERMIT, CHARGES DESCRIPTION	STATUTE/ORDINANCE	2016 RATE	DATE OF LAST INCREASE	2017 RATE	CHANGE
Parks - Riverside Shelter - Summr Mtg 1-50/ hr		\$37.00	1/1/2016	\$38.00	\$1.00
Parks - Riverside Shelter - Summr Mtg 50+/hr		\$45.00	1/1/2016	\$47.00	\$2.00
Parks - Riverside Shelter - Winter Mtg 1-50/hr		\$45.00	1/1/2016	\$47.00	\$2.00
Parks - Riverside Shelter - Winter Mtg 50+/hr		\$50.00	1/1/2016	\$52.00	\$2.00
Parks - Sylvan Hill Chalet - Non-Commercl/day		\$203.00	1/1/2016	\$211.00	\$8.00
Parks - Sylvan Hill Chalet - Commercial/day		\$419.00	1/1/2016	\$436.00	\$17.00
Parks - Sylvan Hill Chalet - Meeting 1-50/hr		\$37.00	1/1/2016	\$38.00	\$1.00
Parks - Sylvan Hill Chalet - Meeting 50+/hr		\$45.00	1/1/2016	\$47.00	\$2.00
Athletic Park Baseball w/o admission / game		\$83.00	1/1/2016	\$85.00	\$2.00
Athletic Park Baseball with admission/game plus 10% of gross admission		\$83.00	1/1/2016	\$85.00	\$2.00
Athletic Park Field Lights / hour		\$26.00	1/1/2016	\$27.00	\$1.00
Athletic Park - Non-Baseball Activities		Negotiable	1/1/2016	Negotiable	
Ball Diamonds - Organized Adult or Comm Use		\$29.00	1/1/2016	\$30.00	1.00
Sports Fields - Organized Adult or Comm Use		\$30.00	1/1/2016	\$30.00	-
Sports Fields - Organized Youth or Comm Use		\$20.00	1/1/2016	\$20.00	-
Tennis Courts - Public Use		Free		Free	-
Tennis Courts - Reserved Use - Non Comm		Free		Free	-
Tennis Courts - Commercial or Private Use/hr		\$5.00	1/1/2016	\$5.00	-
DEPARTMENT: POLICE					
Open Records					
Accident reports		\$5.00	7/8/1905	\$0.00	(5.00)
Incident reports and accident reports .25 page	Attorney General Opinion	\$0.25	2016	\$0.25	-
Postage, use actual for large envelopes		Actual Cost		Actual Cost	
In-house Records Checks		\$5.00		\$5.00	-
CD/DVD copies		\$5.00		\$5.00	-
Fingerprinting		\$30.00		\$30.00	-
False Alarms					
first 2 in rolling year		No charge		No charge	-
3-4 alarms in rolling year		\$60.00	2013	\$60.00	-
5-8 alarms in rolling year		\$115.00	2013	\$115.00	-
9 & subsequent in rolling year		\$225.00	2013	\$225.00	-
Police Services per hour		\$65.00	2013	\$70.00	5.00

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

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Authorizing a 2% general wage adjustment for non-represented employees effective 12/31/2016.	
Committee Action: Approved 5-0	
Fiscal Impact: Total Fiscal Impact is \$196,584. General Fund \$124,903, CDBG \$16,517 Water \$18,724, Sewer \$14,354, Transit \$8,256, Parking \$3,843, Animal Control \$706, Motor Pool \$9,280.	
File Number: 03-1111	Date Introduced: November 22, 2016

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: Payroll Contingency</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$196,584</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount</i> <i>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, as City of Wausau is committed to a compensation policy that strengthens the recruitment and retention of well qualified and effective employees; and

WHEREAS, the salary range structure has not been adjusted since 2012; and

WHEREAS, as requested by the Human Resources Committee a survey of communities were considered to evaluate a reasonable salary range structure and general wage rate adjustment for 2017 for non-represented employees; and

WHEREAS, your Human Resources Committee has reviewed and recommends the salary range structure be adjusted by 2% to reflect maturation of the salaries as compared to other communities and

WHEREAS, you Human Resources Committee has reviewed and recommends a general wage adjustment of 2% be implemented 12/31/2016 for non-represented employees covered under the City of Wausau Employee handbook

WHEREAS, funds for general wage adjustment was provided for in the 2017 budget;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the salary range structure of the City of Wausau Employee Handbook – non-represented employee be increased by 2% to reflect the maturation of salaries in the market; and

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that a 2% general wage adjustment be implemented effective 12/31/2016 pursuant to the terms outlined in the City of Wausau Employee Handbook – non-represented employees.

Approved:

Robert B Mielke, Mayor

DRAFT

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

DATE/TIME: November 14, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, S. Boers, C. Buckner, P. Czarapata, N. Giese, M. Groat, J. Henrichs, M. Hubacher, A. Jacobson, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, R. Mohelnitzky, P. Peckham

Discussion and Possible Action on Authorizing a General Wage Adjustment for Non-Represented Employees of 2% Effective 12/31/2016.

Wagner asked Groat if this is a budget amount that is already in the budget that they will be voted on. Groat said that yes, the money is in the budget. There was a provision made for an increase for 2017 which was placed in a salary contingency account. Wagner asked how the budget would be affected if the committee did not pass this item. Groat said that if the increase is not passed, it wouldn't prevent the committee from reconsidering it in the future. Wagner said that Council putting the increase in the budget and the HR Committee deciding when that increase would take affect seemed more appropriate to him.

Motion by Gisselman to approve authorizing a general wage adjustment for non-represented employee of 2% effective 12/31/2016. Second by Smith. Gisselman asked if this is across-the board or if it would be a pot of money to be used from the system of performance measures. Wagner asked for clarification; Groat said that this would be an across the board adjustment for all non-represented employees, and any money for future increases for performance would be brought back to the committee for approval, as there is also a provision for pay-for-performance increases in the budget, although not a large amount. Neal said that he would like to see the inequities within the organization dealt with. Gisselman expressed his concerns for having enough money allocated for pay-for-performance. Neal questioned how the amount of 2% was determined. Groat said that Krohn surveyed what other communities were doing for wage adjustments. Groat pointed out that the salary range would be matured by 2% also according to the resolution presented; this will help allow employees who are redlined to receive an adjustment. The Mayor explained how, without an HR Director and without a compensation plan in place that people understand, a 2% adjustment is a good way to let employees know that they are appreciated. Kujawa spoke to support the Mayor's comments. All ayes. Motion passes 5-0.

Romey Wagner
Human Resources Committee, Chair

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving the City of Wausau Employee Handbook

Committee Action: Approved 5-0

Fiscal Impact: None

File Number: 12-0219

Date Introduced: November 22, 2016

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</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 employee handbook was last approved in its entirety by the Common Council on February 28, 2012; and

WHEREAS, the Common Council tabled approval of a revised employee handbook at its December 22, 2015 meeting, based upon employee feedback; and

WHEREAS, members of your Human Resources Committee thereafter conducted listening sessions to gather employee input; and

WHEREAS, a complete review of the existing employee handbook was undertaken for legal compliance and a revised version produced, which addressed legal compliance and employees' concerns, both for review by the department heads at a staff meeting on October 25, 2016 and your Human Resources Committee on November 14, 2016; and

WHEREAS, your Human Resources Committee, at their November 14, 2016 meeting, reviewed and recommends changes to the Employee Handbook provided to them on October 27, 2016 and recommended further changes be made which were incorporated.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the City of Wausau Employee Handbook, attached hereto and made a part hereof, is hereby approved and adopted in its entirety, effective December 1, 2016.

Approved:

Robert B. Mielke, Mayor

MEMORANDUM

To: City of Wausau Common Council
From: Mary L. Hubacher *Mary L. Hubacher*
Date: November 16, 2016
Subject: **Substantive Changes in the Revised Draft Handbook Dated 11/14/2016 from the Revised Draft Handbook Dated 10/25/2016**

On Monday, November 14, 2016, the City of Wausau's Common Council's Human Resources Committee was provided with an updated version of the revised draft Employee Handbook. Previously, the HR Committee had been provided with a copy of the revised draft Handbook that was distributed at the October 25, 2016 Mayor's Staff Meeting. As a result of the October 25th meeting and subsequent communications from City Department Directors, additional revisions were made to the draft Handbook. At the November 14th HR Committee meeting, some of the more significant substantive changes were discussed with the Committee. The Committee requested that they be provided with a memorandum outlining the substantive changes made in the 11/14/2016 draft handbook that were different than the provisions of the 10/25/2016 version of the draft handbook. Following are the substantive changes incorporated in the 11/14/2016 draft handbook that are different from or in addition to the revisions in the 10/25/2016 draft version:

- **Section 1.06 Residency Requirement**

Pertains to Fire Chief and Police Chief only.
Changed to require residency within 20 mile radius of City limits (previously 15 mile)

- **Section 2.09 Use of City Equipment**

Added provision regarding personal use of City issued cellular telephones/iPads to reflect current practice.

- **Section 2.10 Vehicle Take Home Policy**

Added provision allowing employee to take home City vehicle on an incidental basis if reporting to an alternate work site the following morning with approval of Department Director

- **Section 5.05 Overtime**

Reinstated overtime after eight (8) hours in a workday for employees in certain positions in Department of Public Works.

- **Section 5.15 Standby Pay**

Added one (1) Electrician and one (1) Senior Equipment Operator to be designated to standby on weekly basis to respond to emergency situations pursuant to Resolution 03-1111.

- **Section 7.08 Health Savings Account**

Added provision regarding the City's HSA benefit for eligible employees.

- **Section 8.05 Perfect Attendance Leave**

Deleted option of Department Incentive Program in lieu of PAL.

- **Section 8.06 Sick Leave**

Restored maximum accrual of sick leave for regular full-time employees to 133 days (1,064 hours) and for regular part-time employees to 66 days (528 hours).

- **Section 8.11 Bereavement Leave**

Deleted new language regarding "Household Member" and "Death Outside of Wausau Area" and restored to previous benefit language.

If you have questions regarding any of the above revisions, please contact City Attorney Anne Jacobson or Senior Human Resources Consultant, Elise Krohn.

Thank you for the opportunity to assist the City of Wausau in revising its Employee Handbook.

MLH:kmh

DRAFT

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

DATE/TIME: November 14, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, S. Boers, C. Buckner, P. Czarapata, N. Giese, M. Groat, J. Henrichs, M. Hubacher, A. Jacobson, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, R. Mohelnitzky, P. Peckham

Discussion and Possible Action on Revised Employee Handbook.

Wagner gave the floor to Mary Hubacher, who has been working on the revisions to the Employee Handbook. Hubacher explained that changes have been made since the October 25th meeting she had with Alderperson Wagner, Alderperson Rasmussen, and department directors at the Mayor’s Staff Meeting. Hubacher was asked to review the Employee Handbook legal compliance and consistency. Hubacher was given copies of the current Employee Handbook, the draft revised Employee Handbook in process from the former HR Director, the notes from the listening sessions regarding the draft revised Employee Handbook, and emails from department directors sent to Jacobson and/or the Human Resources Department regarding the draft revised Employee Handbook. Hubacher touched on some key changes to the revised Employee Handbook: the residency requirement was removed, the duty of loyalty language in the previous draft potentially violated the National Labor Relations Act by infringing upon what topics employees could talk to each other about and elected officials, the social media policy was changed, the nepotism policy was revised, compensatory pay/time off language to be FLSA compliant, revised travel to and from training to be compliant with FLSA, expanded the information provided on FMLA in Employee Handbook, weapons policy included as a stand-alone provision, and revised and clarified grievance procedure. Wagner asked if any significant changes were made from the last draft that was provided to council members. Hubacher said she changed 1.06 Residency Requirement from a 15 mile radius to a 20 mile radius for the Police Chief and Fire Chief. Section 5.05 Overtime was changed to allow for some divisions to receive overtime pay after 8 hours instead of after 40 hours, as she had first proposed. Two positions that were recently created and passed at Council were incorporated into section 5.15 Standby Pay.

Motion by Neal approving the Revised Employee Handbook and recommendation to send to Council for approval. Second by Gisselman. Neal questioned if another review by employees is needed. Wagner said that input was gathered for this process, and the handbook will be reviewed annually. In the future department heads will be encouraged to bring any suggestions by their employees forward for review every year. Wagner asked that Hubacher speak to the language in the handbook regarding sick leave accumulation. Hubacher said that the language from the current Employee Handbook was kept that allows employees to accrue up to 1064 hours with no lowering of sick bank caps. Gisselman requested that a memo accompany the handbook going to council that highlights all the key changes like the memo provided with the October 25th draft; Wagner agreed. Mohelnitzky spoke regarding the change in comp time accrual as it relates to his supervisors. Gisselman suggested that a discussion on how to compensate exempt employees for their time be placed on the next agenda. Wagner agreed and said that department heads should come up with ideas for discussion. All ayes. Motion passes 5-0.

Romey Wagner
Human Resources Committee, Chair



City of Wausau Employee Handbook

The Employee Handbook is furnished to provide City of Wausau employees with convenient access to the operating policies and practices of the City. Normally, internal procedures within an office or department are not included in the Handbook. The Employee Handbook expresses the guidelines of the City of Wausau regarding City policies and general practices, but it is not a contract with employees.

The Common Council, at their option, may modify this Employee Handbook at any time with or without prior notice.

Chapter 1 – General Employment Practices

Chapter 2 – Employee Conduct

Chapter 3 – Hiring and Promotional Process

Chapter 4 – Employment Categories and Classification

Chapter 5 – Compensation

Chapter 6 – Performance Measurement and Staff Development

Chapter 7 – Employee Benefits

Chapter 8 – Time off/Leaves of Absence

Chapter 9 – Risk Management and Workplace Safety

Chapter 10 – Employee Discipline

Employee Acknowledgement

Introduction

This Employee Handbook hereinafter referred to as “Handbook”, sets forth employment policy, guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct which employees are expected to follow. In addition to the provision of the Handbook, each department or office has its own rules and procedures and employees are expected to know and comply with such rules and procedures. This Handbook informs employees about what the employer may generally expect from the employees so as to guide employees in their professional duties and in fulfilling their responsibilities in serving the City and its residents. This Handbook does not cover every conceivable employment situation and the City may and will make employment-related decisions on a case-by-case basis based on the specific facts of the particular situation. None of the statements or policies outlined in this Handbook is meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This Handbook is not, nor is it intended to be construed as an employment contract or to guarantee any rights or benefits to employees. This Handbook applies to all City of Wausau employees.

To the extent this Handbook conflicts with specific language in applicable collective bargaining agreements covering certain personnel, the specific language of the collective bargaining agreement shall control over the language of this Handbook when required. Additionally, any wages, hours and working conditions referenced in this Handbook that are subject to the mandatory duty to bargain are not binding on those parties unless permitted by the collective bargaining agreement or upon fulfillment of the duty to bargain between the Union and Employer or upon waiver.

Final interpretation and implementation of any of the policies or rules in this Handbook are vested solely with the City through the Mayor. The City’s policies and the provisions of this Handbook are subject to change at any time by the City and will be reviewed and revised periodically.

The contents of this Handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

Revisions and Approval Process

As the needs of the City and its employees change, and as the relevant laws change on the federal, state or local levels, the City may find it necessary to review and update this Employee Handbook and City policies which generally guide employee relations. Due to the diverse and very specialized nature of activities within City operations, the policies set forth herein are not intended to be a complete assembly of all the policies of the City. Therefore it is prudent to have a clear process for revisions and modifications of the Employee Handbook and the City’s policies as they become necessary.

In a realistic effort to streamline necessary modification processes, the Human Resources Committee grants City Administration through the approval of the Director of Human

Resources, the latitude and discretion to place into effect modifications as warranted with input from the respective Department Director(s) whose department is impacted by any such modifications and in the best interest of the City of Wausau and to satisfy administrative and/or legal mandates, including modifications that have a fiscal impact of not more than \$5,000.

Despite this authority, the Director of Human Resources will report all modifications enacted under his/her authority to the Human Resources Committee and will present the entire handbook to Department Directors for input before presenting the entire handbook to the Human Resources Committee and the Common Council for their review on an annual basis. This review shall occur prior to the budget planning process, for financial and statistical review and projection estimations.

Chapter 1 – General Employment Practices

1.01 – Equal Employment Opportunity

1.02 – Anti-Harassment and Bullying

1.03 – Reasonable Accommodation

1.04 – Chain of Command

1.05 – Personnel File Access

1.06 – Residency Requirement

1.01 – Equal Employment Opportunity

The City is an equal employment opportunity employer. Employment decisions are based on merit and the City's needs. The City carefully selects employees. The City employs people who are concerned with the success of the City; people who care first about the highest quality public service and the interests of the public, people who can carry on their work with professionalism, skill, and ability; and people who can work well with our team.

It is the City's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, creed, religion, age, sex, national origin, disability, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States

All employees share in the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including any including any Management Personnel, involved in discriminatory practices may be subject to corrective actions up to and including termination.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

The City of Wausau additionally supports the following employment provisions:

- A. Department Directors are prohibited from hiring a related person for City employment; for the purpose of this policy, "related person" shall mean husband, wife, mother, father, son, daughter, sister, brother, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law or stepparent.
- B. That all City officers and employees are prohibited from seeking any unfair advantage for any applicant for City employment or attempting to unduly influence any Department Director in the selection for City employment.

- C. That in the event any City officer or employee attempts to seek any unfair advantage or attempts to unduly influence any Department Director in the selection for City employment, such Department Director is directed to immediately report the same to the Human Resources Committee.
- D. That alleged violations of this policy be investigated by the Human Resources Committee and appropriate action taken.

1.02 – Anti-Harassment

The City of Wausau has an extensive Harassment and Discrimination Policy that can be found on the City intranet and is available in the Human Resources office.

The City's goal is to provide a workplace that values diversity and differing views that is conducive to employee productivity in the service of its citizens.

- (1) The City of Wausau is committed to providing a professional work environment in which all employees are treated with courtesy, respect and dignity; living by the City's Core Values.
- (2) The City will not tolerate, condone or allow harassment, retaliation or bullying of any employee or applicant for employment by any other employee, elected official or third party who conducts business with the City.
- (3) Employees are required to bring any concern or complaints in this regard to the attention of management.
- (4) All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct.

As part of this commitment, the City will not tolerate any form of physical, psychological or verbal harassment based on any legally protected characteristic, including, but not limited to, an individual's gender, race, color, ethnicity, national origin, age, ancestry, disability, creed, sexual orientation, marital status, or use of family or medical leave or workers' compensation benefits, and sexual harassment.

Harassment is strictly prohibited when such conduct is made either explicitly or implicitly as a term or condition of employment; is used as the basis for employment decision; or the conduct has the purpose or effect of unreasonable interference with work performance.

The City's Harassment and Discrimination policy covers conduct between supervisors and employees, conduct between individual employees, and conduct between employees and non-employees including but not limited to elected officials if the conduct unreasonably interferes with the individual's work performance. Violations of this policy will subject the

offender to discipline by the appropriate official. Serious violations may result in suspension or termination.

Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile, or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, insults, jokes, slurs, negative stereotyping, or threats. This includes but is not limited to comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.
- Threatening or refusing to take employment action if the employee does not agree to request for favors or gifts.
- Physical, verbal or psychological abuse of an individual.

Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile, or offensive work environment.

Harassment exists when submission to such conduct is implicitly or expressly made a term or condition of employment or when submission to or rejection of such conduct is used as a basis for any employment decisions or when such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- Unwelcome verbal or physical conduct or displays of a sexual nature (e.g. posters, calendars, etc.);
- Making submission to or rejection of sexual harassment the basis of any employment decision;
- Unprofessional comments in any work environment with respect to an individual's gender;
- Insults or name-calling based on an individual's gender;
- "Jokes" or other remarks that are sexual in nature or demeaning to individual's gender;
- Physical, verbal or psychological abuse based on an individual's gender.

This or similar conduct is unacceptable and inappropriate in the workplace. The City of Wausau will not tolerate any form of harassment or workplace bullying. Such conduct may be the basis for disciplinary action, up to and including dismissal.

Workplace Bullying

Workplace bullying is similar to harassment, although it is not necessarily based upon a factor protected under civil rights legislation. It can include:

- Repeated and malicious mistreatment of one employee by one or more employees;
- Persistent humiliation;
- Unfounded criticism;
- Unwanted teasing, personal insults;
- Repeated shouting, verbal intimidation or displays of temper;
- Public ridicule and humiliation;
- Exclusion, disregarding and ignoring;

- Gossip;
- Devaluing of efforts.

How To Report A Violation

Do not assume that the City is aware of the problem. If you experience or witness harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

Allegations of harassment by a supervisor against an employee are to be reported to the Director of Human Resources. Confidentiality will be maintained regarding all allegations of harassment to the extent possible.

1.03 – ADA / Reasonable Accommodation

It is the policy of the City to comply with all the relevant and applicable provisions of the American with Disabilities Act (ADA) and other laws. The City will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City. An employee who believes he/she has a disability and may require an accommodation should contact a supervisor or the Human Resources Department to initiate a request for an accommodation.

1.04 – Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the City of Wausau resides by law with the Common Council under the leadership of the Mayor. The Department Directors of the City are part of the management team and report to the Mayor. Supervisors and Managers subordinate to the Directors are also members of the management team. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with Common Council and Mayor to promote effective service delivery for the community.

Each employee is responsible for informing his/her immediate supervisor of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Handbook or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of supervision.

The City recognizes that many employees interact with or receive requests from the Public on a daily basis as part of their positions. The City expects that employees will use sound judgment and common sense to determine which requests are inappropriate and should be reported to a supervisor. If an employee is unsure of whether a request should be reported, the employee should discuss it with his/her supervisor. Any employee who receives inappropriate requests for

special treatment from an individual citizen, business representative or elected or appointed official must immediately report such request to his/her supervisor. No specific requests should be fulfilled unless permission to do so is given by an employee's supervisor.

Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the employee must address the problem through the employee's immediate supervisor and onward through the chain of supervision and management.

As citizens, City employees retain constitutional rights to address matters of public concern with elected officials in a professional manner. However, City employees are expected to use the management chain to address any matters related to the performance of their specific job duties or responsibilities.

1.05 – Personnel File Access

The City maintains a personnel file for each employee that accurately reflect each employee's record of service to the City. The files are kept in the Human Resources Department. Information retained in the personnel file includes, but is not limited to, personal information such as forms for federal and state taxes, enrollment forms for benefits, address changes, and specific work-related information such as applications for employment, resumes, performance reviews, salary adjustments, job changes, and other designated records. Reasonable access to personnel records by management team members will be authorized. All personal medical information will be secured in an area separate from the personnel records, with strictly controlled and limited access, in order to protect confidentiality. Departments are prohibited from maintaining separate medical files for their employees.

Employees may request to inspect their own personnel files. Requests for inspection will be scheduled at a mutually convenient time and within the timeframes required by law. Personnel files may not be taken outside of the custody of the Custodian. Employees may review and copy items in their personnel files. However, employees may not remove or alter personnel records unless agreed to by the Director of Human Resources. If an employee disagrees with any information in his/her personnel file, the employee may submit a written statement explaining your position which shall be attached to the disputed portion and included in the file. Employees should contact the Human Resources office to review their personnel file.

1.06 – Residency Requirement The Police Chief and Fire Chief are required to live within a 20 mile radius of the City's limits.

Chapter 2 – Employee Conduct

2.01 – Employee Conduct and Work Rules

2.02 – Attendance and Punctuality

2.03 – Calling In

2.04 – Personal Appearance

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2.01 – Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Some of the rules and regulations of the City are addressed in this Chapter. However, the rules and regulations addressed in this Chapter should not be viewed as being all-inclusive. Types of behavior and conduct that the City considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning at the sole discretion of the City include, but are not limited to, the following:

- Failure to abide by the City’s Core Values or other work rules or policies;
- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of city-owned or another employee-owned property;

- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Unauthorized absence from workstation during the workday;
- Violation of personnel or departmental policies;
- Unsatisfactory performance or conduct;
- Unauthorized disclosure of proprietary or confidential information.

2.02 – Attendance and Punctuality

The City maintains core business hours within each Department and Department Directors are responsible for ensuring staffing during these times. All employees are expected to maintain predictable attendance and hourly employees must report and leave work on time. All employees are expected to be on time and ready to work each scheduled day and time of employment or salaried employees failure to maintain an average of a forty hour work week or to coordinate with a supervisor time away during core hours. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

2.03 – Calling In

If you will be absent from or late for work for some reason, you must notify your immediate supervisor or Department Director by telephone as soon as possible, preferably at least two (2) hours prior to the normal start of the workday. Absence from work without permission or proper notification is a performance problem subject to the Corrective Action Program.

Exceptions

An absence for any one of the following reasons may be considered excused if the employee presents satisfactory evidence to substantiate the absence when requested or not later than the first day he/she returns to work following the absence. If the employee does not present evidence, adequate in the City's view, that he/she was absent for one of the following reasons when requested, the absence may not be excused:

1. Industrial Injury

2. Vacation
3. Jury Duty
4. Military Duty
5. Approved Leave of Absence (submitted in writing with at least one week's notice)
6. Funeral Leave

2.04 – Personal Appearance

Employees contribute to the culture and reputation of City of Wausau in the way they present themselves. A professional appearance consistent with employee's job responsibilities is essential to a favorable impression with residents, customers, and elected officials. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons. The clothing employees wear on the job must be appropriate to the nature of the work they perform. Protective clothing or uniforms may be required for some employees. Other employees, frequently those who normally work in an office setting, wear appropriate business casual clothing to work.

Managers may exercise discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and non-exempt employees will not be paid for that time off. Management may make exceptions for special occasions. If an employee is unsure of what is appropriate should check with their manager or supervisor in their department.

Casual dress will be permitted for City Hall staff on Fridays except during the specified periods when casual days will be suspended or when an employee's schedule includes activities that require traditional business attire. Even though considered "casual" these clothing items should still portray a well-groomed and business-like appearance. All attire should be neat and clean and should fit properly (not overly tight or baggy). Clothing designed to advertise a specific product (other than City apparel) is not acceptable. This provision does not prohibit employees from wearing appropriate clothing that bears a small logo of the brand of clothing.

If an employee is in doubt or questions a particular item of apparel, the employee should consult your supervisor or contact the Human Resources Department for guidance.

2.05 – Bulletin Boards

Bulletin boards are maintained to keep employees informed. All notices, announcements or printed items are restricted to posting on the appropriate bulletin board. The bulletin board is only for notices involving official facility business, legal notices, and other material related to the operation and objectives of the organization. Employees must secure prior authorization from the Department Director where the bulletin board is located before posting any notices on bulletin boards.

2.06 – Solicitation

To avoid work disruptions and possible discord between employees, the City has a policy regarding solicitation and literature distribution as follows:

- (1) City employees may not verbally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas.
- (2) There shall be no solicitation during work hours of the employee soliciting or the work hours of the employee being solicited.
- (3) The City may authorize civic or charitable efforts coordinated by employees with prior approval of the Mayor's office. Employee participation in such efforts is completely voluntary.
- (4) Use of City resources for soliciting, to include copy machines, e-mail and U.S. mailing materials, is strictly prohibited.
- (5) The City is a United Way agency and supports employees contributing to charitable or not-for-profit organizations through United Way. United Way events are considered "official" charitable events and employees may participate in City sponsored United Way activities and events.

2.07 – Political Activity

City employees shall not take part in any political campaigning in their capacity as a City employee. Employee are not precluded from being an active citizen and engaging in the political process provided it does not interfere with normal work performance and is not during normal working hours. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the City. Further, City resources may not be used for promoting a particular candidate or a political party.

2.08 – Drug/Alcohol/Tobacco Free Workplace

The use of any tobacco product including e-cigarettes is not permitted at any time in all City buildings, facilities, and equipment.

The City of Wausau maintains a drug, alcohol and tobacco free work place. The City prohibits use of tobacco products in all City buildings and properties except for those outside areas designated by the Mayor. The City prohibits use, manufacture, distribution, possession or dispensing of any illegal drugs or controlled substances, except medication taken as prescribed, by any employee while at work, on City property, in City vehicles, or while off the premises performing work for the City. Employees are prohibited from reporting for work while under the influence of a controlled substance, except non-impairing medication taken as prescribed. In the event an employee is prescribed a medication that may adversely impact his/her behavior, attitude or performance, the employee must notify his/her supervisor prior to reporting for work with the medication in his/her system.

When random or mandatory drug testing is required by law, such testing shall be conducted in accordance with imposed requirements. Any such testing shall be conducted by trained medical personnel at the City's expense with the results of such test, or tests, to be disclosed to and used by the City. The circumstances under which testing will be performed and the specific procedures which will be used in drug/alcohol testing are found in the City's Policy, a copy of which can be obtained from the City's intranet or the Human Resources Department.

2.09 – Use of City Equipment

The City of Wausau provides credit cards, supplies, uniforms, equipment, vehicles and materials necessary for employees to perform their job. These items are to be used solely for City related business. Personal use must be minimal in nature. The following uses fall outside of the minimal use standard:

- Use that incurs cost for the City;
- Use that results in or is anticipated to result in personal financial gain of an individual;
- Use that would violate another City policy or work rule; or
- Use that exceeds a time frame beyond a typical employee break or rest period during scheduled work time.

Employees are expected to exercise care in the use of City equipment and property and use such property only for authorized purposes. Loss, damages or theft of City property should be reported to supervisors immediately.

Office Equipment: The City's equipment such as telephone, postage, facsimile and copier machine, is intended to be used for business purposes of the City. Loss, damage or theft of City property should be immediately reported to a supervisor. An employee may only use this equipment for non-business purposes in an emergency and only with a supervisor's permission. Personal usage, in an emergency, of these or other equipment that results in a charge to the City should be immediately reported to a supervisor.

Personal Cellular Telephones: Although the City may approve reimbursement for employee use of personal cell phones, employees are being paid to be productive performing work for the City during working hours. Personal cell phone use is to be limited to lengths of time typical of rest or lunch periods. Employees receiving reimbursement for City use must produce personal cell phone records if requested as a form of evidence during an employment investigation.

City Issued Cellular Telephones/iPads: The City, in its sole discretion, may provide a cellular telephone or other equipment owned by and paid for by the City to employees. Employees may

use such equipment for personal use but will be responsible for reimbursing the City for any costs incurred that exceed the City's normal cost of providing the equipment to the employee.

Technology Use: The use of City computers and software is limited solely to the appropriate business use except as provided above regarding use of City owned telephones and iPads. Employees are not allowed to use the computer system for their personal benefit, and are strictly forbidden from installing software on the system. Further, this section reaffirms that the City's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The City reserves the right to monitor the use of its computer system.

Vehicle Use: City vehicles may only be used for authorized City business. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage as described in the City Fleet Safety Policy may operate City vehicles. Employees who use personal vehicles for City business must provide adequate proof of insurance annually to their supervisor in order to be eligible for use and reimbursement. It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business.

Return of Equipment: Upon separation of employment, employees must return all City property, uniforms, equipment, work product and documents in his/her possession or control. Failure to do so will result in an invoice for the fair market value being sent to the employee and will be due and payable within 30 days.

2.10 – Vehicle Take Home Policy

The following criteria will have to be met by any City of Wausau employee who drives a city vehicle to and from their residence at any time.

- (1) The employee is in official "on call" status to respond to emergencies on a rotating or consistent basis; and he/she
- (2) Lives in the Wausau metro area. The Mayor will decide on interpreting "metro area". This is meant to address response time and eliminate subsidy of long distance employee commutes.

In addition, the above allowable use of a City vehicle, a City employee may also be allowed to drive a City owned vehicle to and from his/her residence on an incidental basis when the employee will be reporting directly to an alternative work site the following work day.

Personal use must be monitored and comply with all IRS regulations accordingly as determined by the City. Personal use of a City vehicle is generally a taxable fringe benefit unless acting in an official capacity or in official "on call" status. Department Directors will be held responsible for ensuring only employees meeting the appropriate criteria are assigned take home vehicles. Employees are responsible to the IRS for their fringe benefits.

2.11 – Outside Employment

Employees engaging in outside work or holding other jobs, are subject to certain restrictions as outlined below. Use of City resources in the performance of outside employment is strictly prohibited.

Activities and conduct away from the job must not compete with, conflict with or compromise the City's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by the City. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the City determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment. Employees who have accepted outside employment may not use paid sick leave to work on the outside job.

2.12 – Social Media

Employees who have personal social networking sites should use these sites for sharing personal views and opinions. Employees should refrain from sharing official government views. Employees must be mindful that members of the general public will make certain assumptions about their access to information, authority or levels of influence solely as a result of affiliation with the City.

All government-related communication through City sponsored social media outlets shall be approved by the Mayor and should remain professional in nature and always be conducted in accordance with the organization's core values, communications policies and practices, and expectations. Employees must not use City social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees using social media to communicate on behalf of a local government should be mindful that any statements made are on behalf of the organization; therefore, employees should use discretion before posting or commenting.

The City may monitor content out on the Internet. When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, "*The opinions expressed on this site are my own and do not necessarily represent the views of the City of Wausau*". Employees may not post confidential or sensitive information about the City, employees, residents, or applicants. Additionally, employees may not post obscenities, slurs or personal attacks that can damage the reputation of the City, residents, employees or applicants.

2.13 – Open Door Policy

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents will resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the City, free discussion with your immediate supervisor, Department Director, or a member of the human resources department is encouraged. These individuals will endeavor to work out a satisfactory solution to the problem.

The City does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the City from taking disciplinary action against any individual, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the City deems disciplinary action appropriate.

2.14 – Contact with the Media

Inquiries from the press must be directed to Department Directors. Employees are not authorized to represent the City unless designated by the Department Director.

Chapter 3 – Hiring and Promotional Processes

3.01 – Job Postings

3.02 – Internal Transfers/Promotions

3.03 – Background and Reference Checks

3.04 – Nepotism, Employment of Relatives and Personal Relationships

3.05 – Fairness in Personnel Progress

3.01 – Job Postings

The City will post current job openings on the City website and various bulletin boards located throughout City offices. All employees who believe they possess the required education, knowledge, skills and abilities of the job vacancy are welcome to apply for any open City position.

3.02 – Internal Transfers/Promotions

Employees with more than six (6) months of continuing employment with the City may request consideration to transfer to or compete for other jobs as vacancies become available and may be considered along with other applicants. The City may also initiate transfer employees between departments and facilities to meet specified work requirements or reassignment of work requirements. Promotions and transfers generally will be determined on the basis of the City's appraisal as to which individual is most qualified for the position. Qualifications are based upon ability to perform the work, relative skills and abilities, education, proven performance, disciplinary record, and experience. Where these qualifications are equal, years of service may be considered. The final determination rests with the City.

3.03 – Background and Reference Checks

To ensure that individuals who are offered employment by the City of Wausau are well qualified and that the City maintains a safe and productive work environment, the City conducts pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the City and a drug and/or alcohol test. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Additional checks such as driving records or credit reports may be made on applicants for particular job categories if appropriate and job related.

The City of Wausau also reserves the right to conduct a background check for current employees to determine eligibility for promotion or voluntary reassignment in the same manner as described above.

3.04 – Nepotism, Employment of Relatives and Personal Relationships

The City of Wausau wants to ensure that its personnel practices including employee hiring, promotion and transfer do not create the potential for conflict of interest or favoritism. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as spouse, domestic partner, parents (in-laws), grandparents, children (in-laws), uncle, aunt, nephew, niece, siblings (in-law), step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position over the other, both employees are required to inform their management chain and Human Resources of the relationship. The manager and Human Resources will confer as to the best method to resolve the potential conflict.

Management personnel are prohibited from having romantic or sexual relationships with subordinate employees in their supervisory chain. Possible violations should be reported to Human Resources.

The City reserves the right to take appropriate action to maintain fairness in its personnel policies and practices when there is the potential for a conflict of interest because of the relationship between employees.

3.05 – Fairness in Personnel Progress

All City staff are prohibited from seeking any unfair advantage for any applicant for employment and/or attempting to influence the Department Director, Human Resources or other staff participating in the selection process. This does not prevent City staff from being listed as or from providing references within a selection process, the same as any other citizen.

Chapter 4 – Employment Categories and Classification

4.01 – Employment Categories

4.02 – Introductory Period

4.03 – Hours of Work

4.04 – Flexible Work Schedules

4.05 – Inclement Weather

4.06 – Separation of Employment

4.07 – Protective Services Employees Repayment Commitment

4.01 – Employment Categories

The City has the following employment categories:

Regular Full-time: A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Only regular full-time employees receive employment benefits from the City unless specifically identified in the City’s policies or as required by law.

Regular Part-time: A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but less than forty hours per workweek. A regular part-time employee does receive prorated employment benefits from the City unless specifically identified in the City’s policies or as required by law.

Part-time: A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City’s policies or as required by law.

Seasonal or Temporary: Employees in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the City unless the employee exceeds the required hours in a 12 month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the City. Hours worked will be reviewed periodically to verify the accuracy of an employee’s employment classification. If reclassification is necessary, the employee will be notified.

In-Training: In-training employment is designed to provide a means to recruit and develop employees for hard to fill positions. In-training employee(s) are hired without fully possessing all of the minimum qualifications required for the position and are then placed on a program to attain all qualifications criteria. Depending upon the skill level gap, the salary may be pro-rated by the Human Resources Director until position qualifications are met. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The City may separate

from service any employee who has not successfully completed any portion of the in-training plan, or subsequent licensure or certification requirements.

Human Resources may designate specific positions or job classifications as in-training. Department Directors, working in conjunction with Human Resources, will determine and document the in-training program, which will include a description and length of the program. The in-training plan must include:

- (1) The title of the job classification of the in-training plan.
- (2) The duties and responsibilities of the class.
- (3) The skills and abilities that must be acquired by the employee while in-training.
- (4) The compensation level for each stage of completion of the various components of the in-training plan.
- (5) Post “in-training time” commitment and payback plan for breach of the time commitment.

The training plan may include any of the following components:

- On the job training;
- Classroom or field instruction;
- Courses conducted by an educational institution, vocational school, or professional training organization; or
- Written, oral and/or practical examination(s).

Unless other staffing methods have been exhausted, positions with primary responsibility for supervision will not be designated as in-training positions.

Contractor: A contractor is retained on a per project basis with a defined scope and agreed upon fees/costs at the project outset. A contractor may perform services on a regular or an irregular schedule. Contractors work to provide a specified product or service for an agreed upon outcome work; the performance of work is not controlled by the City. Contractors do not receive any additional compensation or benefits provided by the City.

Executive employees include Department Directors and the Mayor.

Exempt employees include positions that are administrative, professional or certain computer positions as defined by the FLSA, and as such, are “exempt” from overtime compensation

requirements of the Act. Positions that are “exempt” from FLSA will not receive additional compensation for additional hours worked beyond their normal work hours. These employees are accountable for work product and for meeting the objectives of the Department for which they work. Exempt employees are expected to work as many hours as necessary to fulfill their responsibilities and must respond to direction from management to complete specific work assignments by specific deadlines. Exempt employees may be required to work specific hours to provide services as deemed necessary by the Department Director.

- (1) The only exception would be for employees in the position of Police Lieutenant (who are treated consistent with the Police Collective Bargaining Agreement), Fire Battalion Chief and DPW Street Maintenance Supervisor during snow removal months (beginning November 1 and ending April 1).
- (2) Exempt employees may alter their attendance during regular work hours with advance approval from their assigned manager. Such altered attendance will be at the discretion of the employee’s Department Director, and will be granted if the needs of the department allow for such alteration.

Non-exempt employees are all other employees.

4.02 – Introductory Period

Unless otherwise specified by the Human Resources Committee, new and promoted employees shall serve an introductory period of six (6) months. Completion of the introductory period does not guarantee continued employment for any specified period, nor does it modify or change the employee’s at-will status or require an employee be discharged only for “cause”.

4.03 – Hours of Work

The normal workday shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday with a 30 minute unpaid lunch break. The normal workweek shall be considered to be forty (40) hours year round.

Employees are permitted alternative working hours provided that:

- A. The Department Director approves the alternate schedule.
- B. Service to the public during the normal workday hours remains unaffected by the alternative schedule.
- C. The number of daily hours worked by the affected employees remains unchanged.

The hours of work for the following individual Departments shall be 7:00 am to 12:00 p.m. and 12:30 p.m. to 3:30 p.m., Monday through Friday.

Community Development Maintenance Division
Streets and Maintenance Division

Inspections- Electrical Division
Engineering Division
GIS Division
Water Division
Wastewater Division

Employees in these individual departments will also be given a 20 minute paid rest break. The exact time of the rest breaks will be at the discretion of the foreman or supervisor as governed by the nature of the ongoing work.

For Patrol Lieutenants, the normal work day shall consist of a twelve (12) hour shift and the normal work cycle shall consist of two (2) days on duty followed by two (2) days off duty; three (3) days on duty followed by two (2) days off duty; two (2) days on duty followed by three (3) days off duty (2-2, 3-2, 2-3 within 14 days).

The normal schedule for Battalion Chiefs shall be as follows: On duty one 24-hour period, have one 24-hour period off, on duty one 24-hour period, have one 24-hour period off, on duty one 24-hour period, and have four (4) 24-hour periods off. The on-duty week shall be an average of not more than fifty-six (56) hours.

Employees are subject to call-in twenty-four (24) hours a day in case of emergency. Emergencies shall be determined by the Mayor or Common Council.

4.04 – Flexible Work Schedules

The City of Wausau permits its employees to utilize flexible working schedules to achieve improved service levels and to accommodate particular needs of the employees when this does not conflict with the effective delivery of City services or result in overtime.

4.05 – Inclement Weather

Citizens depend on the City during inclement weather; therefore the City is always open for business, regardless of weather conditions, unless otherwise determined by the Mayor or their designee. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to get to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's supervisor before the start of their shift if they are unable to report to work on time. Work time missed due to inclement weather is unpaid time. However, non-exempt employees may request to use vacation, compensatory or personal leave time for lost time due to inclement weather.

4.06 – Separation of Employment

There are many reasons an employee may separate from their employment with the City. Upon receipt of notice of an employee's intent to voluntarily separate from employment, the supervisor should notify the Department Director and Human Resources. The following types of separations apply:

Resignation: Resignation is a voluntary act initiated by an employee to end employment with the City. Employees who provide a minimum of ten (10) working days' notice prior to the effective date of resignation shall leave employment in good standing and remain eligible for rehire. Supervisors should confirm the resignation in writing to the employee, and ensure the resignation is properly documented.

Reduction-in-Force: Reductions in the workforce are employer initiated actions that may occur through layoffs or furloughs, in addition to attrition or position elimination or modification of positions. The City will determine the Departments, number of positions and persons impacted by the reduction in workforce.

In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based on impact on City operations, experience in a particular position, skills, abilities, qualifications, length of service and the interests and needs of the employer. Length of service shall not be the deciding factor in any decision regarding who will be laid off but may be considered. The City may choose to solicit volunteers for the reduction in workforce.

Retirement: A voluntary act initiated by the employee to end employment with the City and to begin drawing earned benefits through the Wisconsin Retirement System. Employees wishing to retire from City service and qualify for conversion of sick leave to be used as contribution towards post-retirement health insurance benefits are to provide at least ninety (90) days advance written notice to the Human Resources Department in order to allow time to properly coordinate all aspects of retirement benefits.

Involuntary Termination: Involuntary, employer initiated actions in response to an employee's failure to satisfactorily perform assigned job duties and/or failure to comply with the City's work rules.

Job Abandonment: Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days will be considered job abandonment and deemed an employee's voluntary resignation of employment.**

A former regular employee may be reinstated to their former position if they resigned in good standing and if, within one year from the date of resignation, there is a vacancy, and their reinstatement is recommended by the Department Director and approved by the Director of Human Resources or the Police and Fire Commission for positions under their jurisdiction. Employees granted reinstatement will serve a six (6) months introductory period regardless of the length of the introductory period served during the prior service. Upon rehire benefits will accrue based on the employee's total years of service.

All items which have been issued to an employee during the course of employment remain the property of the City. At the time of an employee's separation, whether voluntary or involuntary, all City documents and other items of City property in the employee's possession (i.e. cell phones, identification cards, uniforms, keys, key cards, credit cards or procurement cards, tools and equipment) must be returned on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

An exit interview will be conducted for all separations of employment for regular full and part-time employees through the Human Resources Department. This interview is intended to be beneficial for both the city and the departing employee. Employees will have the opportunity to air concerns or receive answers to specific questions. Additionally, it is the intention of the City to obtain information that will help in recruitment and retention efforts.

Any employee who resigns or who is terminated will receive their final paycheck on the next regularly scheduled payday.

4.07 – Protected Service Employees Repayment Commitment

Newly hired Police Officers and Firefighters undergo rigorous and expensive training. Any new hire choosing to leave employment within three (3) years of the initial appointment date will be responsible for repaying the City for the costs of pre-employment processing to include the following: medical and drug testing and psychological examination, along with Department issued uniform and protective equipment. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years and 50% from 2 to 3 years. In the event a repayment plan is not outlined and agreed to during the period between tendering resignation and separation from employment, collection action may be taken and future employment references will indicate a failure to comply with the employer's work rules and conditions of employment.

Chapter 5 – Compensation

5.01 – General Provisions

5.02 – Compensation Plan Administration

5.02 – Time Keeping

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5.06 – Compensatory Paid

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5.01 – General Provisions

It is in the best interest of the City of Wausau, our employees, and the community which we serve, to competitively and fairly compensate employees for their work. The compensation for general City employees in an allocated position not covered by a labor contract will be established by the Human Resources Director in consultation with the Department Director within the budget approved by the Common Council.

Where applicable, overtime, compensatory time, call-in pay, shift differential and court appearances for Police Lieutenants shall be paid in accordance with the provisions of the collective bargaining agreement between the City of Wausau and the Wausau Professional Police Association.

The City's compensation philosophy is to maintain position classifications and compensation levels that are internally consistent and responsive to changes in local economic conditions and strategic priorities. The City's pay plan is designed to fulfill employer obligations under state and federal statutes. The City's compensation priorities include:

- (1) **Internal equity and alignment:** Employee's jobs and skills will be compared in terms of their relative contributions to the City's objectives. This comparison will include the nature and responsibilities of the position, the decision making environment and impact, scope of accountability, qualification requirements and level of control assigned to the position which will include independence of action and levels of judgement and discretion required of the position. Pay rates both for

employees doing equal work and those doing dissimilar work will continually be evaluated.

- (2) **External competitiveness:** To be an effective organization the City must attract and retain high caliber employees while at the same time controlling labor costs to ensure living in Wausau provides value to our citizens. The City will gauge our compensation against both private and public markets to ensure that we are capable of employing a quality work force at market costs.
- (3) **Employee contributions to organizational effectiveness:** Increasing emphasis placed on performance that exceeds goal achievement. The City will evaluate employee performance and determine whether an employee should be placed differently in the salary range based upon relative performance.
- (4) **Administration:** The City will continually evaluate the compensation plan and pay model to determine if the strategic goals are being met. This review will focus on the ability to attract and retain skilled workers, perceived fairness and understanding of the pay plan, and a comparison of labor costs to the overall labor market.

The City's total compensation system is comprised of Base Compensation, Employee Benefits and Discretionary Performance Recognition. The compensation system will be objective and non-discriminatory in theory, application, and practice. Base compensation is designed to provide competitive and fair compensation to employees for fulfilling the full scope of responsibilities and accountabilities as outlined in our job descriptions. Base compensation salary ranges for each position are established by researching industry and local salary survey data. Generally, the City will administer base compensation to reflect the requirements of the position and will incorporate the City's pay-for-performance culture.

City employee benefits will be reviewed on an annual basis to ensure they remain as competitive as possible within budget constraints. Human Resources will coordinate and recommend benefit design changes annually to the Common Council through the Human Resources Committee.

5.02 – Compensation Plan Administration

- (1) **Job Documentation:** Job documentation refers to the collection and maintenance of job content information. Formal job descriptions are used to describe duties and responsibilities required for each job at the City. The description focuses on the job, not the employee assigned to the job and is representative of work performed.

City job descriptions generally contain the following information: job title; reporting relationships; exemption status; purpose; essential duties and responsibilities; additional duties and responsibilities; job requirements; performance specifications; and work environment conditions. A copy of the approved job description is available for each employee on the City's website,

through their manager, or the Human Resources Department. A job description is used to describe every job. It is intended to document the minimum requirements and illustrative duties and responsibilities of the job as it exists at the present time. The formal job description is used as the basis for assigning a pay range. Accurate and complete job descriptions will be prepared and maintained.

Current job documentation is the responsibility of the Human Resources Director in coordination with Department Directors. The Human Resources Director is responsible for ensuring the consistency and accuracy of the information and keeping formal copies and background information on file for all jobs. The Human Resources Director is also responsible for writing new and revised job descriptions and determining the salary range for new or changed jobs.

At the time the Department Director determines there is a vacancy to fill, a position description questionnaire must be completed listing the minimum requirements and responsibilities for the job. A job description will then be developed and a pay grade and salary range assigned to the job.

As a job changes, a revised job description may be needed. Department Directors will ensure the manager reviews the job description with their employees on an annual basis in conjunction with the performance appraisal process. If changes are minor, the manager and employee should note the changes on the current job description and forward it to the Human Resources Director. The Human Resources Director will make the changes and prepare and distribute an official revised description.

If a job becomes vacant, the Department Director will ensure the manager reviews the current job description to determine if it reflects the work to be performed or if there should be any changes prior to the position being posted. Revisions should be made before any action is taken to fill the position.

- (2) **Salary Range Structures:** The City is committed to providing a salary range structure that is responsive to the external market and is internally equitable. Data will be collected and analyzed on a regular basis to determine market movement of jobs and current salary trends.

Job pricing is the process of matching our jobs at the City to similar jobs of the external market. Pay grades are determined through a process of evaluating jobs based upon internal and external conditions and grouping similarly valued jobs together (job groups). The market value for jobs within a job group is used as a factor when computing the pay for the salary range structure.

The salary range structure consists of a series of overlapping salary ranges. Each salary range has a minimum, midpoint, and maximum salary amount. To reflect the City of Wausau's pay for performance philosophy, the minimum and maximum of

each pay grade will be within 20% of the midpoint. The City of Wausau will review credible sources of data as well as data from local and national compensation surveys in order to maintain competitive salary ranges.

Each salary range is identified through a minimum, midpoint, and maximum salary amount.

- (a) **Minimum** –The lowest amount the City will pay an individual for a job assigned to the salary range.
- (b) **Minimum to midpoint area** – Is intended for employees who:
 - Are continuing to learn job responsibilities while meeting performance standards.
 - Are fully trained but perform at a level that is less than proficient.
 - Have not acquired sufficient time in the job to warrant pay at the midpoint level.
- (c) **Midpoint area** – Intended to represent the salary level for employees who are fully qualified and performing at a proficient level over a period of time (the direct midpoint of the range is intended to reflect the market rate).
- (d) **Midpoint area to maximum** – Intended for employees whose performance is continuously excellent or outstanding and exceeds performance objectives over a period of time.

The Human Resources Director will conduct a comparative ratio analysis on an annual basis to determine where each employee’s pay falls relative to his or her current salary range. As a policy, the Common Council requires the overall pay plan to maintain compensation within assigned pay ranges within the salary structure using the information contained within this section as a guideline.

The Human Resources Director is responsible for gathering, analyzing, and recommending changes to the salary range structure based on market data and salary trend information. Final approval of these recommendations will be made by the Common Council. A full review of market data for all City jobs will be conducted approximately once every five (5) years. The Human Resources Director will review market data and develop a comparison of market data to current midpoints and current pay practices.

- (3) **Pay Adjustments:** A pay adjustment occurs when the City adjusts an employee’s rate of pay to fall within the parameters of established pay ranges. These adjustments may occur for various reasons. To ensure credibility and achievement

of City objectives, an effective pay adjustment system must be developed and maintained with guidelines and procedures communicated to users on a timely basis. The guidelines and procedures of the base compensation plan are intended to ensure that each employee will be rewarded on the basis of demonstrated performance.

Department managers are responsible for initiating appropriate pay adjustments for their employees through the performance management system with the oversight of the Human Resources Director. Managers will communicate all approved pay adjustments to employees.

- (a) **General Wage Adjustments (GWA):** General wage increases are periodic measures designed to keep salaries current with the rate of inflation and are often tied to market rates. Within the City, market rates (mid-points of salary ranges) are the rate of pay with which the City compares itself in local, regional or even national markets for our jobs. When necessary and appropriate, salary adjustments not related to performance, but intended to keep employee buying power current as a retention measure, or to correct market or equity disparities may be proposed for individual jobs, groups of jobs, or the overall pay plan to maintain the City's relative position to the market. All general wage market adjustments will be submitted to the Common Council for approval and will add to the base budget moving forward.

- (b) **Discretionary Performance Incentives (DPI):** Discretionary performance incentives are intended to ensure that performance is recognized. Equity is achieved and maintained by inclusion in the pay range for which the position is rated. The Human Resources Director will review market conditions and trends to recommend a budget on an annual basis that will be approved by the Common Council. Recommendations for individual discretionary performance incentives will be determined by Department Directors within the budget provided and should be on the basis of performance. Discretionary performance incentives require the following:
 - 1. Current, completed performance evaluation on file with Human Resources;
 - 2. Overall exceptional ratings on the current performance evaluation;
 - 3. A recommendation made by the Department Director to the Human Resources Director;
 - 4. With the budget approved by the Common Council; and

5. Approved by the Human Resources Director who will take into consideration the overall performance of all general government employees. Discretionary Performance Incentives may include the following:
 - a. Base percentage increase ranging between .25 and 4%. **Base percentage increase may not result in base rate exceeding established salary range maximum rate.**
 - b. One time cash bonus (exempt staff only).
 - c. Paid time off (1/2 day increments up to one full work week).
 - d. Tuition reimbursement.
 - e. Assignment to attend professional development training or professional conferences.
 - f. Gift cards.
 - g. Nominal items designed to reward the employee.

- (c) The operational needs of the City drive the work to be performance by employees. The market drives the level of pay needed to attract and retain workers possessing the skills and abilities necessary to perform the work. Various statutes define the pay requirements for public employees. Compensation plan administration is technical in nature and is delegated to the Human Resources Director to administer within the budget approved by the Common Council. Funds to administer the compensation plan generally add to the base budget going forward. The types of actions requiring compensation decisions may include the following:
 1. **New Hires:** The hiring rate is based upon the salary range of the position, factors in the salary rate of the position finalize, and is generally below the mid-point for new hires. If an individual with prior experience is hired, the hiring rate should reflect the level of experience the individual brings to the City. The proposed hiring rate will be determined and approved by the Human Resources Director. Any hiring rate that exceeds the market rate (mid-point) for a position must be presented to and approved by the Mayor.
 2. **Introductory Period Completion:** The introductory period allows both the employer as well as the new employee to evaluate whether or not the position is a good fit for one or both parties. It also allows the manager to

evaluate how well the employee performed the standards of the position. For employees whose performance during the introductory period is exceptional, a discretionary performance incentive may be warranted within the budget approved by the Common Council. Any requests for a discretionary performance incentive upon conclusion of the introductory period must be submitted through and endorsed by the employing Department Director to the Director of Human Resources. The request must contain a justification of performance standards established along with a description of quantifiable ways the standards were exceeded. Requests must be received by Human Resources within 30 days of the introductory period completion.

3. **Promotional Increases:** Promotional increases are provided when a current employee moves into a position with a higher level of responsibilities. The amount of the increase should be consistent with the objectives of the base compensation plan, take into consideration the employee's pay level prior to the promotion, and internal equity issues.
4. **Job Reclassification:** As the organization continues to grow, jobs and responsibilities will evolve and change over time. Therefore, as job descriptions change, they will be periodically evaluated to determine if the job needs to be reclassified into a different pay grade. The Human Resources Director will have the responsibility to recommend the reclassification of positions in order to ensure appropriate classification and wages.

Department initiated reclassification requests. If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to increased departmental demands which place additional responsibility on the position, a Department Director may initiate a position reclassification request. Due to varying circumstances involved in position reclassification, the Department Director shall meet with the Mayor and Human Resources Director prior to the initiation of any action involving a reclassification. This effort should help avoid any misunderstanding during the reclassification process. Note: "more of the same" is not the basis for reclassification, but rather new work of a higher level shall be demonstrated before the Department Director and Human Resources Director shall consider a reclassification.

All position reclassification requests will require submission of a position description questionnaire, internal equity analysis, and relevant market data prior to consideration. Requests must be processed through the Department Director with the assistance of Human Resources. Reclassification requests must be submitted to Human Resources. All

reclassification requests will be evaluated thereafter and subject to the approval by the Human Resources Director within the compensation plan's administrative guidelines and philosophy.

5. **Transfer:** A transfer is the reassignment of an employee from one job to another job in the same pay grade and salary range. Lateral transfers provide employees with the opportunity to acquire new work experience and provide exposure to a different work environment.
6. **Temporary Appointments:** Employees temporarily appointed to positions of a higher classification may be eligible for a pay increase during the temporary appointment period. The Human Resources Director will take into consideration the employee's pay level at the time of the appointment, change in scope of duties and responsibilities, duration of the appointment, internal equity issues, and other factors when making the compensation determination.
7. **Developmental Job Assignment:** When the business needs arises to assign an employee to perform the full scope of duties and responsibilities of a higher level position for more than thirty (30) consecutive calendar days, the Department Director may, with approval from the Human Resources Director, authorize a developmental job assignment. Developmental job assignments will only apply to assignments to a higher level classification within a higher paying range on the salary structure. The Human Resources Director may authorize a salary increase within the higher range up to 5% more than the employee's regular salary for the duration of the assignment if funds are available within the budget adopted by the Common Council.
8. **Demotion:** A demotion is the reassignment of an employee from one job to another job in a lower pay grade and salary range with a resulting decrease in the scope and responsibility. Demotions may occur for unsatisfactory job performance, in response to an employee request, or for various organizational reasons. The determination of whether the employee should have their pay reduced will be based on the current pay level of the employee relative to the salary range as well as internal equity considerations.
9. **Redlining:** Employees whose salary is determined to be above the maximum pay rate in the pay grade established for their job will have their pay rates redlined until such time that the market adjustments bring their current salary within established salary ranges. The redlining procedure does not allow for an employee's base rate to be adjusted above the salary range maximum rate. Once adjusted to the maximum salary rate, exempt

employees may be eligible to receive discretionary performance incentives that do not add to the salary.

- (d) **Exceptions:** In order to make the base compensation plan an effective management tool, exceptions from base compensation administration guidelines may be considered when extenuating circumstance exist. Exceptions to policy should be discussed with the Human Resources Director prior to the preparation of any proposed exception communication. Exceptions must be reviewed and approved by the Human Resources Director.

- (4) **Compensation Setting:** Pay and salary range information is a matter of public record. As a general rule, City will not discuss individual compensation information with other employees unless extenuating circumstances exist. When discussing compensation with an employee, the focus will be on that employee's specific pay situation. Employees will be provided their individual pay and salary range only in conjunction with employment. In the event an employee accesses salary information on other staff, that employee is prohibited from sharing that information within the workplace and from using it in a manner that is disruptive to the workplace. If an employee is considering a job change to a vacant position, the salary range information for the position sought will be discussed at that time. Compensation is based upon the position's duties, responsibilities and qualification requirements, not on the qualifications of the individual.

City of Wausau compensation data is public record. Therefore, any party wishing to acquire specific compensation information may be entitled to receive it provided they make the request in the appropriate manner.

5.03 – Time Keeping

All non-exempt employees must accurately record time worked on a time card for payroll purposes and are required to record their own time at the beginning and end of each period of hours worked, and before and after any unpaid break. Employees must record their time whenever they leave the building for any reason other than City business or with prior approval from the supervisor or when on an unpaid break. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline up to and including termination.

No work shall be performed by employees prior to their clocking or logging in at the start of their work day, during their lunch break when they are clocked out, or after they have clocked out at the end of their work day. No one in the City of Wausau has the authority to ask, or encourage, or insinuate that you should work off the clock.

Non-exempt Employees may use vacation, sick leave or compensatory time in units of 15 minutes or more.

5.04 – Payroll

City employees shall participate in the City's direct deposit program and are paid on a bi-weekly basis. The general payroll workweek begins on Sunday at 12:01 am and ends on the following Saturday at 12:00 midnight. Each paycheck will include earnings for all work performed through the end of the preceding payroll period. In the event that a regularly scheduled payday falls on a bank holiday, employees will be paid on the day prior to the bank holiday.

The City of Wausau is required to make certain payroll deductions from each paycheck. This includes federal and state income taxes and employee contribution to Social Security, where applicable and as required by law. These deductions will be itemized on the payroll statement. The amount of the deductions may depend on earnings and information furnished on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number or marital status must be reported to Human Resources immediately. To ensure proper credit for tax purposes a new W-4 must be completed to change the number of exemptions. Any other mandatory deductions to be made from paychecks, such as court-ordered garnishments, will be taken whenever the City is ordered to make such deductions.

The City reserves the right to make deductions and/or withhold compensation from an employee's paycheck as long as such action complies with applicable state and federal law. In addition, it may be possible for employees to authorize the City to make additional voluntary deductions for extra income taxes, contributions to retirement savings programs or insurance benefits (if eligible).

Every effort is made to avoid errors in an employee's paycheck. All questions regarding errors or deductions should be directed to Human Resources payroll immediately. The City will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

5.05 – Overtime

Positions within the City are analyzed under the provisions of the Fair Labor Standards Act (FLSA) to determine whether the position meets the criteria for overtime compensation. Any questions related to the designation of a position under the FLSA should be referred to Human Resources.

Prior approval by supervisors or managers must be obtained for all overtime hours worked. Failure to obtain prior approval for working overtime may result in disciplinary action. Overtime work is to be held to a minimum consistent with the needs of the service. It is the responsibility of each department to explore all possible alternatives before a decision is made to require employees to work on an overtime basis. Further, it is the responsibility of each department to ensure that the provisions of overtime pay are administered in the best interest of City service. Each department should develop internal controls that provide a means of reviewing and evaluating the use of overtime.

Overtime shall be compensated for non-exempt employees at one and one half (1 ½) times the employee's regular rate of pay. Overtime is defined as any hours worked in excess of 40 hours

per week. Hours worked on Saturday or Sunday for work that is not regularly scheduled is considered overtime and shall be compensated at one and one half (1 ½) times.

For workers in the following individual Divisions, overtime is defined as work in excess of (8) hours per day. The Divisions listed below exclude support staff, and exempt staff for the purposes of overtime.

Community Development Maintenance Division
Streets and Maintenance Division
Inspections- Electrical Division
Engineering Division
GIS Division
Water Division
Wastewater Division

When the business need allows, the Employer may adjust the regular work schedule of the employee to prevent the payment of overtime.

5.06 – Compensatory Time

Exempt

Exempt employees shall not be eligible for compensatory time under any circumstances. **By law, exempt employees are not eligible for overtime or its alternative option of compensatory time off.**

Other exempt level staff working excessively or extraordinarily to meet the demands of their position as deemed by the Department Director may be allowed to flex their schedule by working a reduced schedule in a workweek with the prior approval of the Department Director. This reduced workweek is not on an hour-for-hour basis but to recognize work performed above-and-beyond the demands of the position.

Non-Exempt

Non-exempt employees may elect, whether they receive overtime in pay, or as compensatory time.

Compensatory time may accumulate to a maximum of forty (40) hours with the following exceptions:

- a. **Fire Battalion Chiefs:** Compensatory time may accumulate up to a maximum of four hundred (400) hours.

- b. **Police Lieutenant:** Compensatory time will be capped at the rate specified within the Police Collective Bargaining Agreement.

Compensatory time off shall be scheduled so as not to unduly disrupt operations.

Compensatory time off shall be paid out at any time during the year upon written request and approval by the Department Director or at the direction of the Department Director. Compensatory balances that exceed the bank hour maximum shall be paid out. All balances in compensatory time banks must be used within the calendar year it is earned or it will be paid out on the last pay period of each year.

5.07 – Call-in Pay

If a non-exempt employee is called back into work outside of his or her regular work schedule, he or she will receive a minimum of two (2) hours of pay for such work or pay for the actual time worked, whichever is greater.

For scheduled court appearances on behalf of the City of Wausau, employees will receive a minimum of two (2) hours pay for such work or pay for the actual time worked, whichever is greater.

These provisions will not apply to hours worked consecutively prior to or subsequent to the employee's regular schedule of hours.

5.08 – Shift Differential

Any regular non-exempt employee who is assigned to work a schedule that requires four (4) or more work hours after 4:30 p.m. shall receive forty-five cents per hour (\$.45/hour) in addition to their regular hourly rate. For any regular employee who is assigned to work a schedule that requires four (4) or more work hours after 12:00 midnight shall receive sixty cents per hour (\$.60/hour) in addition to their hourly rate. Shift differential shall be paid as described above for leave time and would include vacation, sick days, and holidays. No differential shall be paid for an employee working overtime.

5.09 – Jury Duty

Regular full-time employees who serve on a jury or are subpoenaed to appear as a witness before a court or administrative tribunal shall be paid the difference between the jury or witness duty fees and their regular earnings. When released from jury or witness duties employees shall immediately return to their job and complete the scheduled work day. Employees shall not be entitled to overtime or shift differential under this provision. Part-time employees are not eligible for paid time off for jury duty but shall be allowed to modify their work schedule to accommodate such duty when reasonably possible.

5.10 – Mechanic Incentive Pay (Water Utilities)

Employees classified as a Water Plan Operations Technician in the Water Department or Plant Maintenance Mechanic in the Sewage Department are eligible for an educational incentive pay of \$0.50 per hour upon achieving 50% of the electrical and instrumentation training program as

confirmed by North Central Technical College officials. Upon completion of the electrical and instrumentation NTC program and receipt of a State of Wisconsin Journeyman card, the employee will receive an incentive pay of \$1.00 per hour.

5.11 – Firearm Certification Pay

Persons classified as Deputy Chief, Captain or Lieutenant will receive Firearm Certification Bonus equal to 1% of the mid-point of the appropriate pay range of their respective positions pay grade. Firearm pay shall be paid upon meeting department annual certification testing standards and no later than November 1.

5.12 – Expense Reimbursement

For employees where a Commercial Driver’s License is a requirement of employment, the City will pay up to \$50 toward the difference in the cost of a commercial driver’s license and a regular license, upon issuance and/or renewal.

5.13 – Clothing and Equipment

The City provides clothing allowances and uniforms to certain employees.

Building Maintenance employees shall be furnished shirts and pants by the City.

Parking Control Specialists shall receive uniforms purchased by the City at the time of initial employment. The City will maintain such uniforms by replacing damaged or worn out clothing upon proof of the need for replacement.

Employees in the following divisions will receive the following Clothing and Equipment:

Community Development Maintenance Division
Streets and Maintenance Division
Inspections- Electrical Division
Engineering Division
GIS Division
Water Division
Wastewater Division

1. All protective clothing required to perform essential job duties shall be owned and furnished by the City in its discretion at no cost to employees. Such protective clothing shall be left on City property at the close of the working day.
2. The City shall provide eleven (11) sets of uniforms for employees in these divisions except the Engineering Division.
3. The City shall furnish hand tools needed to perform the employee’s job requirements as determined by the City. Power tools, special equipment and large tools will be furnished by the City. Any question concerning the necessity of purchasing additional

tools shall be determined by the City. Employees are responsible for the costs of replacing/repairing City owned tools and equipment that are lost, stolen or damaged due to the fault of the employee.

4. Employees shall receive an annual reimbursement of \$50.00 towards the purchase of cold weather gear.
5. Employees will be reimbursed 50% of the cost up to \$75.00 per pair of safety boots annually. Boots must be worn on all job sites and inspected for compliance to ANSI Z41.1 standard.

Persons classified as Police Chief and Fire Chief shall receive a uniform allowance of \$475.00 per year. Persons classified as Deputy Fire Chief, Battalion Chief, EMS Division Chief and Fire Marshal shall receive a uniform allowance in accordance with the provisions of Article 15 of the agreement between the City of Wausau and Wausau Firefighter Association, Local 415. Persons classified as Police Lieutenant, Police Captain or Deputy Police Chief shall receive a uniform allowance in accordance with the provisions of Article 20 of the agreement between the City of Wausau and the Professional Police Association.

5.14 – Attendance at Training Sessions and Other Meetings

Employees may be assigned to attend training sessions and other professional meetings. Attendance at training sessions or other meetings, whether during, before, or after the employees regular work schedule may be considered paid time. More information regarding when training sessions or other meetings will be considered paid time; is available from the employee's supervisor or human resources.

5.15 – Standby Pay

Two employees with the Water Utility and two employees with the Wastewater Utility will be designated to standby on a weekly basis to keep the system operational by responding to emergent situations and/or to reduce or mitigate risk resulting from potential failures within sewer collection and water distribution system. In addition, one Electrician and one Senior Equipment Operator will be designated to standby on a weekly basis to respond to emergency situations. Non-exempt employees on standby status will be compensated at a rate of nine percent (9%) of their hourly base salary for the week assigned for standby status. Standby employees, when called in to work, will still receive the 2 hour minimum for being called in to work. While in standby, the designated employee(s) will be present at a specified location or available to be contacted and will be prepared to report immediately for work if the need arises. Standby status is not concurrent with work time. Standby status begins at the end of the normally scheduled work day and ends at the beginning of the following normally scheduled work day. Standby assignments will be in increments of one week, beginning at close of business on the designated day and end at the beginning of the work day one week later.

5.16 – Premium Pay for City Engineer Designation

An Engineer recommended by the Director of Public Works and Utilities and designated by the Mayor to perform the duties of City Engineer as annotated within the Municipal Code shall receive additional compensation of 7% for the duration of the appointment.

5.17 – Tuition Reimbursement

Employees whose performance exceeds average ratings may be eligible for partial tuition reimbursement consistent with the Department's procedure and within available resources. When funds are available, Department's may approve up to 50% reimbursement for tuition. Approval must be obtained in advance of enrollment, and tuition reimbursement may occur upon receipt of proof of satisfactory completion of a course previously approved for tuition reimbursement. Funds expended for tuition reimbursement are limited to tuition or registration fees and will not include textbooks, supplies, travel or any other school related expense. If a recipient departs City employment within 3 years of receiving tuition reimbursement, the department employee must repay the City for any funds received according to the following schedule:

First 12 months after receiving reimbursement – 100%

Thirteen (13) through twenty-four (24) months after receiving reimbursement – 75%

Twenty-five (25) through thirty-six (36) months after receiving reimbursement – 50%

Failure to make reimbursement arrangements may result in collection action and will result in a negative reference.

5.18 – Mileage Allowance

Employees in the Assessment Department who are regularly required to use their personal vehicle when conducting City business will receive a monthly mileage allowance of \$200.00 per month.

Chapter 6 – Performance Measurement and Staff Development

6.01 – General Provisions

6.02 – Training

6.03 – Voluntary or Developmental Training

6.04 – Succession Planning

6.05 – Required Training

6.06 – Mandated Performance Improvement Training

6.07 – Travel To and From Training

6.08 – Training Records

6.01 – General Provisions

The public expects high quality service from our employees that is delivered using the most efficient and effective use of resources. The City expects all employees to perform their job duties at a high quality level that exceeds the expectations of our citizens. As the City has limited resources available, it must only employ individuals who are committed to and capable of providing high quality services. Therefore, apathy, an inability to work as a member of a team, poor attitude, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the City and the public.

Supervisors will formally document performance feedback known and discussed with the employee during the performance period at least once annually. Performance standards and job expectations will be discussed at the formal review meeting. Throughout the performance rating period, supervisors and managers will provide employees with feedback concerning their performance. Constructive feedback designed to improve or enhance performance will be provided as well as recognition for a job well done. All performance reviews will be based on job factors that include but are not limited to job knowledge, quality of work, initiative, dependability, attendance, attitude and related factors.

An up-to-date performance appraisal must be on file in the personnel record in order for an employee to be eligible for any form of pay increase.

6.02 – Training

Training can be any measure taken to expand an employee's knowledge, skills and/or abilities and may include any of the following methods.

1. On-the-job;
2. Classroom or field instruction;
3. Courses conducted or conferences hosted, by and educational institution, vocational school, or professional training organization; or
4. Written, oral and/or practical examination(s).

In addition to developing an employee's job performance, assigning an employee to attend training can be a form of recognition for a job well done.

6.03 – Voluntary or Developmental Training

There may be times when full-time employees request to attend training designed to develop them within their career. In these instances, supervisors and managers must assess whether or not attendance at the desired training will be of benefit to the City of Wausau. If the determination is made that it will benefit the City, Department Directors have the authority to outline an arrangement to support the employees development within available resources and in compliance with pertinent statutes. The parameters of the training approval must be in writing and must be communicated to Human Resources in advance of attendance.

6.04 – Succession Planning

It is in the City's best interest to identify, support and retain exceptional performers. Evaluators will solicit individual development goals from staff during the formal performance evaluation process. Supervisors, in coordination with Department Directors, may identify exceptional performers for development designed to assist them in being competitive for future, higher level job openings. Human Resources is available to provide assistance with preparing development plans.

6.05 – Required Training

In order to ensure that City employees have the tools necessary to perform essential job functions consistent with key workplace expectations, supervisors may require employees to attend job related training. When doing so, the cost of training will be paid by the City and attendance at training will be considered work time.

Department Directors will develop any Department required training by job classification. Department Directors shall provide a listing of all completed trainings for department employees to Human Resources on an annual basis at the end of the calendar year. List shall include:

- Title of training;
- Sponsoring organization;
- Location of training;
- Cost of training;
- Expense reimbursed to employee for attending training;
- Name of employee and position; and
- Date(s) of training.

All City employees must comply with the following schedule for City required training:

Core Values	All Employees	Every 2 Years
Ethics	All Employees	Every 5 Years
Drug and Alcohol Use	All Employees	Every 2 Years
Workplace Violence Prevention	All Employees	Every 2 Years
Sexual Harassment Awareness and Prevention	All Employees	Every 5 Years
Valuing Diversity in the Workplace	All Employees	Every 5 Years
City Employee Handbook	Supervisors and Managers	When Updated
Supervisory Certificate Training	All Supervisors	Enrollment within 3 months, Completion within 18 months
Drug and Alcohol Awareness for Supervisors	All Supervisors and Managers	Every 3 Years

6.06 – Mandated Performance Improvement Training

Any time an employee has been provided with feedback regarding violation of a work rule or of unsatisfactory performance the supervisor may develop, with assistance from Human Resources, a written plan for improvement. Within this plan an employee may be assigned to attend either classroom or on-the-job remedial training. Failure to comply with the assignment is grounds for immediate termination from employment.

6.07 – Travel To and From Training

When assigned to attend training, the employee’s duty station for the day will be considered the training site when located within a 20 miles radius of the employee’s regular duty station. As such, travel time to and from training within 20 miles radius will not be considered compensable work time.

When multiple employees are attending training outside the 20 miles radius, the Department Director or Human Resources, as needed, will coordinate a plan for travel pool and if available, the use of a City vehicle, if available. If no City vehicle is available, only the driver will be eligible for mileage reimbursement. Employees, who are assigned to attend training located outside the 20 miles radius, will be compensated for the time spent traveling to and from the training less the amount of time the employee would be commuting to and from the employee’s residence and regular duty station.

6.08 – Training Records

Completion of training documentation should be forwarded to Human Resources for inclusion in the personnel file.

Chapter 7 – Employee Benefits

7.01 – General Provisions

7.02 – Insurance Eligibility

7.03 – Health Insurance

7.04 – Dental Insurance

7.05 – Life Insurance

7.06 – Voluntary Benefits

7.07 – Flexible Spending Account

7.08 – Health Savings Account

7.09 – Wisconsin Retirement System

7.10 – Worker’s Compensation

7.11 – Disability Accommodation

7.12 – Post Employment Health Plan – Sick Leave Conversion

7.13 – Employee Assistance Program

7.01 – General Provisions

The following benefits apply to all employees except that Wisconsin Retirement System, Worker’s Compensation and Post Employment Health Plan – Sick Leave Conversion benefits for persons classified as a protective service employee shall be extended and administered in accordance with applicable provisions established in the collective bargaining agreement between the City of Wausau and the Wausau Professional Police Association and Local 415 Fire Fighters Association.

Employee contributions toward the monthly insurance premium(s) are made through convenient payroll deductions twice a month. Employees, who are not eligible for family plan coverage under the City’s health insurance plan, are not eligible for any additional compensation in lieu of additional contributions by the City. If two employees are in dependency status to each other, only one of the employees may carry the family plan(s).

Employees who are in non-pay status, i.e., (a) during a layoff, or (b) on leave of absence longer than 30 days are required to pay the full cost of the medical, dental and life insurance programs. Employees on leave certified under the Family Medical Leave Act (FMLA) shall continue to receive the employer paid portion of the premiums for the first 60 days of the qualified family medical leave. Refer to Section 8.07 for additional information regarding benefits while on family medical leave and after expiration of the family medical leave qualified leave.

7.02 – Insurance Eligibility

Regular full-time employees may choose to be included in the City’s group insurance programs. All such insurance programs shall be selected by and may be changed by the employer. Regular part-time employees may elect to participate in the plans and, if so, shall pay a prorated share of the medical and/or dental programs. In order to participate, part-time employees will need to average 30 hours per week in order to qualify and maintain benefits within the City’s health insurance plans. Average hours need to be maintained on a yearly basis from October 1st to

September 30th. If an employee no longer qualifies for benefits COBRA will be offered at the time the loss of coverage occurs.

Employees electing to participate in either the health insurance or dental insurance plans shall be eligible for coverage on the first day of the month following their thirtieth (30th) day of employment. If the employee was covered under a different plan at the time City coverage was first offered and the employee stated in writing that the coverage was declined because of the other medical coverage, the employee may enroll under the City plan(s) no later than 30 days after the date the other coverage ends.

Eligible employees who decline health or dental insurance benefits may in the future be able to enroll in the plan(s), provided enrollment is requested within 30 days of specific qualifying events. Employees may be able to enroll themselves and their new dependents, provided that the employee requests enrollment within 30 days after the marriage, birth, adoption, or placement for adoption, divorce, or involuntary loss of other group health insurance coverage.

An employee may be eligible to continue the City's group coverage in accordance with state and federal law under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) in the event of a qualifying event. This may occur as a result of termination, layoff, reduction in hours, injury or illness, or in the event an employee is on military leave or other leaves of absence. All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified beneficiaries of their right to elect continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Continued participation will be solely at the participant's expense.

Detailed benefits and provisions of the group health and dental insurance plan(s) are explained in the Annual Employee Benefits Enrollment Guide provided to employees by Human Resources. These documents are available for review in the Human Resources office or on the City's intranet.

7.03 – Health Insurance

Employees enrolled in City sponsored health insurance will contribute 12% of the health insurance premium on a monthly basis. Employees whose spouse is eligible for employer paid health insurance but declines such coverage shall pay a \$50 monthly surcharge. Employees who decline participation in the City sponsored wellness program shall pay an additional \$50.00 per month on their health insurance premium.

7.04 – Dental Insurance

Employees will contribute 50% of the dental insurance premium on a monthly basis.

7.05 – Life Insurance

Employees are eligible to participate in the group Life Insurance program for life insurance for self, spouse or children. Premiums shall be paid by the employee.

7.06 – Voluntary Benefits

The City offers a variety of voluntary benefits such as vision insurance, short-term disability insurance, long-term disability and deferred compensation programs. Complete details of these plans will be available to new employees and at various times during the year.

7.07 – Flexible Spending Account

Employees may contribute to a flexible spending account for health, dental or vision capped at \$2,550 or dependent day care in amounts capped at \$5,000 for day care. All designated flex account deductions are pre-tax dollars.

7.08 – Health Savings Account (HSA)

The City's health plans are currently qualified high deductible health plans (HDHP). Eligible employees who participate in the city's health plans (or who are covered by another plan sponsor's HDHP) are allowed to open a Health Savings Account at any bank of the employee's choosing. An HSA allows employees to contribute pre-tax dollars to pay for qualified medical, prescription, dental and vision expenses. HSA balances roll over from year to year and can be saved for future medical expenses or retirement. Employees who enroll in an HSA are only allowed to enroll in the Limited Purpose health care FSA, which limits use of the FSA money for qualified dental and vision expenses.

For 2017, the City makes an employer contribution to the HSA accounts of employees enrolled ONLY in the Aspirus health plan in the following amounts: Employee only plan: \$600; Family plan: \$1,200. The City's contribution is only made if the employee contributes at least \$600 to her/her HSA annually if on the employee only plan or a minimum of \$1,200 if on the family plan. The City's contribution is made quarterly.

Employees are not eligible for this benefit if:

- Enrolled in Medicare Part A, Tri-Care or VA Benefits.
- Employee or spouse is enrolled in a regular medical FSA.
- Has dual coverage (HSA participant covered by another plan that is not HSA eligible).

7.09 – Wisconsin Retirement System

All eligible employees will be covered under the Wisconsin Retirement System (WRS) and all employees shall contribute the employee's share as established by law. The City shall pay the required employer contribution.

7.10 – Worker's Compensation

Employees eligible for Worker's Compensation benefits shall have their salary continued for up to 3 days after which the employee shall only receive Worker's Compensation payments as determined by the Wisconsin Worker's Compensation Act. Worker's compensation is a form of accident and disability insurance to protect an employee in the event of a job-related injury or

illness. Income for time lost from work will be covered by worker's compensation coverage after an employee misses three (3) full days of work due to an injury. An employee may use sick or vacation time to compensate for pay prior to the worker's compensation benefits beginning. Any medical benefits needed for treatment of the injury or illness will be provided immediately by worker's compensation insurance. All workers' compensation insurance premiums are paid exclusively by the City.

7.11 – Disability Accommodation

The City recognizes that employees with serious illnesses or disabling conditions may wish to engage in as many of their normal pursuits as their conditions allow including employment with the City. The City is committed to complying fully with the Americans with Disabilities Act. The City reasonably accommodates employees who become disabled, either on or off the job, to the fullest extent required by law.

The Human Resources Director, or designee, is the City's agent for coordinating disability accommodations and is designed as the City's agent for the purpose of accessing employee medical information.

7.12 – Post Employment Health Plan – Sick Leave Conversion

Sick Leave Conversion upon Retirement: Regular full-time employees are eligible for the following upon retirement or medical disability retirement:

When a full-time employee, with less than 25 years of service, retires or is forced to retire due to medical disability, a maximum of 60 percent (60%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's hourly rate, exclusive of longevity and shift differential rates) and shall be contributed to the participant's Post Employment Health Plan (PEHP). In order to determine the employee's sick leave conversion benefit, the following formula would be applied:

Years of Service + Age = Credits

EXAMPLE: 20 Years of Service + 55 = 75 Credits

For credits above 68 but below 80, deduct 5 percent (5%) from the standard conversion for each year short of 80.

- 80 credits = 60 percent conversion of sick leave to dollar credits.
- 79 credits = 55 percent conversion
- 78 credits = 50 percent conversion
- 77 credits = 45 percent conversion
- 76 credits = 40 percent conversion
- 75 credits = 35 percent conversion
- 74 credits = 30 percent conversion
- 73 credits = 25 percent conversion

72 credits = 20 percent conversion
71 credits = 15 percent conversion
70 credits = 10 percent conversion
69 credits = 5 percent conversion
68 credits = 0 percent conversion

Regular full-time employees who retire with at least 25 years of service shall have a monetary contribution of 80 percent (80%) of banked sick leave hours contributed to the participant's PEHP.

Employees who were classified as non-represented employees as of December 31st, 2011, who will have at least 30 years of service as of December 31st 2012 shall have a monetary contribution of 100 percent (100%) of banked sick leave hours contributed to the participant's PEHP when they retire.

In order to be eligible for sick leave conversion upon retirement, an employee must meet all of the following conditions:

1. Have been hired prior to January 1st, 2013; and
2. Apply for Wisconsin Retirement Fund benefits within thirty (30) days of the last day of work; and
3. In cases of voluntary retirement the employee must have notified the Human Resources Department at least three (3) months prior to the retirement date. An employee must submit written notice to the Human Resources Department and give anticipated retirement date. Upon receipt of notice the Department Director shall sign the notice, accepting the retirement which becomes irrevocable unless an exception is approved by the Director of Human Resources.

7.13 – Employee Assistance Program

The City offers an Employee Assistance Program to all City employees and their families. Assistance includes help with alcohol and other drug related problems, as well as other personal problems. All employees are encouraged to seek assistance for alcohol and drug abuse or other personal problems. Assistance is provided on a confidential basis. However, participation does not relieve employees of their responsibility to comply with the City's alcohol and drug rules and to meet work performance requirements.

From time to time an employee may be required by the City to participate in the EAP.

Such mandatory referrals will be made by the Human Resources Department, in consultation with the City's Labor Attorney and the affected supervisors. All EAP referrals, visits and related matters are confidential and the outcome, subject matter, etc. of any use of the program is not disclosed to the employer. If an employee is required by the City to participate in the EAP, confirmation from EAP or the provider that the employee has participated in the EAP and is able

to perform his/her job may be required by the City. Failure to participate in the EAP including following any course of action recommended by the provider may result in discipline, up to and including termination.

Chapter 8 – Time Off/ Leaves of Absences

8.01 – General Provisions

8.02 – Paid Holidays

8.03 – Personal Holidays

8.04 – Vacation

8.05 – Perfect Attendance Leave

8.06 – Sick Leave

8.07 – Family Medical Leave Policy

8.08 – General Leaves of Absence

8.09 – Educational Leave of Absence

8.10 – Military Leave

8.11 – Bereavement Leave

8.12 – Separation Benefits for Vacation, Compensatory and Perfect Attendance Leave

8.13 – Lactation Policy

8.01 – General Provisions

The following benefits apply to all employees except that holiday, vacation, and sick leave benefits for persons classified as public safety personnel shall enjoy the benefit that is greater at the time of promotion, e.g. either the handbook or as outlined in the collective bargaining agreements as determined by the employee and the Director of Human Resources between the City of Wausau and the Professional Police Association and Local 415 Fire Fighters Association. The leave benefits agreed upon at the time of promotion shall be in effect throughout the remainder of the assignment with the City.

8.02 – Paid Holidays

Regular full-time employees shall receive the following paid holidays:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

If any of these holidays fall on a Saturday the preceding Friday, or if any of these holidays fall on a Sunday, the following Monday shall be considered a holiday for pay purposes. Non-exempt employees who work on a holiday shall be paid holiday pay, plus overtime at 1.5 times the regular rate of pay for hours worked, with no additional time given.

8.03 – Personal Holidays

In addition to the above holidays, each full-time employee shall receive a total of three (3) personal holidays per calendar year. Department Directors shall receive a total of six (6) personal holidays per calendar year. Regular part-time employees shall receive eighteen (18) hours as personal holidays per calendar year.

New employees shall receive three (3) personal holiday days upon the successful completion of their six months introductory period of employment.

Choice of personal holidays must be approved by the department supervisor and may not be taken in increments of less than one quarter (1/4) hour for non-exempt employees.

8.04 – Vacation

Regular full-time employees shall earn paid vacation based on the number of prior years of service or WRS participation, whichever is greater with the City in accordance with the following schedule:

<u>Years of Service</u>	<u>Annual Vacation</u>	<u>Bi-weekly Accrual</u>	<u>Max. Vacation Accum. Allowed</u>
Hire date thru 6 years of service	10 days	3.0770 hours	120 hours
On 7 th anniversary thru 12 years of service	15 days	4.6154 hours	160 hours
On 13 th anniversary thru 17 years of service	20 days	6.1540 hours	200 hours
On 18 th anniversary thru 24 years of service	25 days	7.6924 hours	240 hours
Beginning on the anniversary date of 25 years	30 days	9.2308 hours	280 hours

Regular part-time employees shall receive a proration of the annual vacation accrual as described above based on the number of hours they worked in the previous year. Annual vacation will be awarded on the 2nd payroll of each year. Regular part-time employees may accrue vacation to carry over to the following year. The maximum vacation accrual allowed will be the budgeted full-time equivalency of the position.

New employees accrue but may not use vacation benefits during the first six (6) months of employment. Employees must have six (6) days of paid time (hours worked or paid leave) in a pay period in order to earn vacation during the pay period. This does not apply to employees who are on approved unpaid family medical leave.

Annual vacation shall be credited according to an employee’s anniversary date. The scheduling and limitations on number of employees permitted to be on vacation at the same time shall be

scheduled according to the policy established by individual departments as determined by the Department Director and based on the needs of the City.

Department Directors, upon initial appointment, shall accrue vacation time as a 7th anniversary employee and shall be allowed to accumulate vacation time up to a maximum of 360 hours, regardless of their length of service.

Vacation may be used in no less than one-fourth (1/4) hour increments for all non-exempt employees.

8.05 – Perfect Attendance Leave

- a. In departments electing to continue to participate in Perfect Attendance Leave (PAL) employees eligible for a PAL accrual shall make application to the Human Resources Department within 30 days of becoming eligible. Late requests will not be processed.
 1. Earning Method: Employees covered by this handbook who do not fail to report to work due to sickness or injury or who do not use sick leave, with the exception of leave certified under the Family Medical Leave Act, during a twelve (12) month period (January 1 to December 31) shall earn twelve (12) hours of Perfect Attendance Leave for the first year of perfect attendance. Employees who do not use sick leave for two (2) or more consecutive twelve (12) month periods shall earn sixteen (16) hours effective January 1 of each year they qualify. At no time may an employee's PAL account exceed forty (40) hours. Usage of sick leave for Workers Compensation and incidents of Family Medical Leave will not affect Perfect Attendance Leave accruals.
 2. Utilization: Employees may request to use Perfect Attendance Leave at any time following the year(s) in which it is earned.
 3. Minimum/Maximum Usage: Perfect Attendance Leave may not be used in less than one-half (1/2) hour for non-exempt employee nor more than forty (40) hour segments.

8.06 – Sick Leave

The City's sick leave policy is designed to compensate for unavoidable absences from work caused by injury or illness. This policy's intent is to prevent the financial hardship of loss of wages for an extended period of time.

- A. Accumulation: Regular full-time employees and sworn public safety personnel working a 40-hour work week shall receive an amount equal to 8 hours per month of service which will accrue on a bi-weekly basis at 3.6923 hours. Sick leave will accrue up to a maximum of 133 days (1,064 hours).

Regular part-time employees shall receive a proration of the bi-weekly accrual equal to 4 hours per month of service, which will accrue on a bi-weekly basis at 1.85 hours. Sick leave will accrue up to a maximum of 66 days (528 hours).

Employees earn sick leave immediately upon starting employment with the City. Employees must have six (6) days of paid time (hours worked or paid leave) in a pay period in order to earn sick leave during that pay period.

- B. Use of Sick Leave: An employee may use sick leave when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. An employee may also use sick leave for a member of his/her family's serious health condition. Immediate family is defined as the employee's spouse, child, parent or a relative living in the same household as the employee. Sick leave use for an immediate family member is allowable only when certified under the Family Medical Leave Act or where the immediate family member requires the constant attention of the employee. Generally, employees who will be missing work due to illness or injury must notify their immediate supervisor as soon as reasonably practical but not later than two (2) hours prior to the start of their scheduled work day. Employees should consult their immediate supervisor to learn the proper procedure for notifying the City of the need to use sick leave as notification policies may differ between departments. The employee shall provide, upon request of the employer, a statement from a physician verifying the need for leave when requested by the City at any time. Sick leave may be used in increments of no less than 15 minutes for non-exempt employees.
- C. Catastrophic Sick Leave Accounts (CSLA): Individuals who have a catastrophic sick leave account as of January 1st, 2012 will continue to have such balances available to them; however, additional sick leave accrual will not accrue into an individual's catastrophic sick leave account (CSLA). Sick leave in the CSLA may only be used after an employee's regular sick leave account had been exhausted. Sick leave in the CSLA may not be used to supplement salary in the event of a Worker's Compensation injury and all unused sick leave in the CSLA shall be forfeited upon termination of employment.
- D. Sick Leave During Vacation: In the event that an illness or injury should occur during vacation, an employee may make a request to substitute sick leave for vacation leave. Such requests must be made within the affected pay period and be approved by the supervisor who may require medication verification.

8.07 – Family Medical Leave Policy

The City provides family and medical leave to eligible employees consistent with Wisconsin and Federal laws. In general, eligible employees shall be allowed up to twelve (12) work weeks of unpaid leave per calendar year for the birth or placement of a child for adoption or foster care, or for the employee's own serious health condition or when the employee is needed to care for the employee's parent, spouse, or child with a serious health condition, or when an employee has a

qualifying exigency as a result of a parent, spouse or child serving in active military duty. Eligible employees are allowed twenty-six (26) weeks of unpaid leave to care for a parent, spouse, child, or next of kin who is on active duty and sustains a serious injury or illness which renders the service member medically unfit to perform his/her duties. Wisconsin and Federal family and medical leave will run concurrently with each other and with any other leave which is available to the employee under the policies of the City or other Federal and State laws. Unless provided for under a different leave policy, the family and medical leave will be unpaid.

The taking of leave under this policy will not be used in any employment decision involving the employee including the determination of raises or disciplinary action.

A. Eligibility for Leave

An employee, who has worked for the City for at least fifty-two (52) consecutive weeks and has been paid by the City for at least one thousand (1,000) hours in the twelve (12) months immediately preceding the date the leave begins, is eligible for leave under the Wisconsin family and medical leave law. An employee, who has worked for the City for at least twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours for the City in the twelve (12) month period immediately preceding the date the leave begins, will be eligible for Federal family and medical leave. The leave taken under this policy will be counted toward the leave to which an employee may be entitled under Federal and/or Wisconsin leave laws.

B. Reasons for a Leave

Eligible employees are generally entitled to an unpaid leave under this policy during a calendar year for one or a combination of the following reasons:

- 1. Birth or Placement for Adoption or Foster Care of a Son or Daughter.**
Unpaid leave of up to twelve (12) weeks under Federal law and/or six (6) weeks under Wisconsin law is available to an eligible employee. Leave for this purpose may not be taken on an intermittent basis unless the City agrees otherwise or as required by law. Leave under this provision must commence within sixteen (16) weeks of the date of the birth or placement for adoption. Any accrued paid leave for which the employee is eligible at the time the leave begins may be substituted, or may be required to be substituted, for this otherwise unpaid time. Entitlement to leave for the birth or placement for adoption or foster care ends twelve (12) months after the birth or placement for adoption or foster care.

- 2. Serious Health Condition of Employee.**
Unpaid leave of up to twelve (12) weeks under Federal law and/or two (2) weeks under Wisconsin law may be taken by an eligible employee for the employee's own "serious health condition." A serious health condition generally occurs when an employee receives inpatient care at a hospital, hospice or nursing home or outpatient care which requires a schedule of continuing treatments by a health care provider and the employee is incapable of performing the functions of his/her position because of the condition. Leave for this reason may be taken all at once or in smaller increments as necessary. If the leave is taken in smaller increments, the employee may be temporarily transferred to a different job. In general, the City will consider any absence of more than three (3) full days due to illness or injury to be absence for a serious health condition.

If the leave is required due to a work-related injury, for any employee who is on leave for more than two (2) weeks, the family and medical leave will run concurrently with the workers compensation leave.

3. Serious Health Condition of a Child, Spouse, or Parent

Unpaid leave of up to twelve (12) weeks under Federal law and two (2) weeks under Wisconsin law may be taken by an eligible employee, who is needed to care for a child, spouse, or parent with a “serious health condition.”

4. Qualifying Exigency of Active Duty Spouse, Child or Parent

Unpaid leave of up to twelve (12) work weeks under Federal law may be used to address certain qualifying exigencies when a spouse, child or parent is on active military leave or is called to active duty in the uniformed services. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending certain post-deployment reintegration briefings.

5. Serious Injury or Illness of Covered Servicemember

Unpaid leave of up to twenty-six (26) work weeks under Federal law may be used to care for a covered servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran, who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list.

C. Substitution of Paid Leave

Any paid time off to which the employee is entitled at the time the leave begins may be substituted, or required to be substituted, for the otherwise unpaid time off. An employee requesting substitution of paid time off for the otherwise unpaid leave must comply with the City’s leave policies applicable to the type of paid leave the employee is requesting be substituted. If the request to substitute paid leave is denied, the employee will be notified that the request has been denied and the reason for the denial. If the leave is not taken all at once, but is taken in smaller increments, the employee may be temporarily transferred to another job at the City. Once the employee has exhausted any paid time off the remainder of the leave will be unpaid. Any paid leave used will not be available later.

D. Notification to the City

In the event the need for a leave under this policy is foreseeable, the employee shall notify the City, in writing, at least thirty (30) calendar days before the start date of the leave. The form to request a family and medical leave is available from the Human Resources Department. In the event of an emergency, written notice must be received by the City promptly after the leave commences, and such

notice must comply with the City's policies regarding notice of absence from work. Failure to provide the required notification may result in the delaying of the leave.

E. Certification of Need for Leave

Within fifteen (15) days of requesting a leave under this policy, the employee must file the appropriate completed certification with their Department Director or the leave may not be classified as a leave under this policy. The certification forms are available from the Human Resources Department. If the City determines that the medical certification is incomplete or insufficient, the employee will be notified in writing. The employee must provide the additional information/documentation within seven (7) days. The City may also contact the health care provider directly to authenticate or clarify the information provided on the medical certification form.

F. Benefits Coverage

If an employee is participating in the City's group health, dental, life, and Long Term Disability insurance programs prior to the start of the leave, the employee may continue to receive coverage under those plans. The City shall continue to provide health, dental, life, and Long Term Disability insurance at the same level and under the same conditions as if the employee was continuing to work, for the duration of the leave. The employee shall continue to be responsible for the employee's share of the premiums (if any is required for similarly situated active employees).

If the employee has paid time off substituted for the otherwise unpaid leave, the employee's share of the premiums will be paid through the normal payroll deduction method. If the leave, or any portion thereof, is unpaid, the employee shall pay for the employee's portion of the premiums (if any is required for similarly situated active employees) during the leave. All premiums for coverage must be received by the City no later than the first day of the month to which the coverage relates. Certain other benefits may also be continued during a leave provided under this policy. An employee who does not want to continue health or any other insurance coverage while on leave shall notify the Human Resources Department, in writing; otherwise, it will be assumed that the employee chooses to continue such coverage. If an employee fails to return to work at the City or fails to remain at work for a period provided by law, the City may recover its portion of the premium paid for health plan coverage during the leave.

G. Additional Certification

The City may require an employee to provide additional Health Care Provider Certifications from a health care provider chosen, and paid for by the City. The City may also require that an employee re-certify as to the continuation of the serious health condition at various points in time under certain circumstances.

H. Return to Position at End of Leave

An employee, who returns to work at the City at the end of a family or medical leave, shall be returned to the position the employee held at the commencement of the leave or, if the position has been filled, to equivalent employment with the City. If an employee wishes to return to work before the previously approved end date of the leave, the employee shall give the City reasonable advance notice prior to the desired return date. If the reason for the leave was the employee's own serious health condition, the employee shall provide the City with a medical release from the employee's health care provider before returning to work. Failure to provide such a release will delay the employee's return to work until such release is provided to the City.

I. Failure to Meet Policy Requirements

An employee who fails to meet the requirements of this policy may have his/her request for a leave denied or delayed until the requirements are met.

8.08 – General Leaves of Absence

An employee may request leave without pay. Leaves without pay shall not exceed thirty (30) calendar days unless approved by the Human Resources Committee. As a general practice, the City will review and evaluate these requests based on the following criteria:

1. Length of leave requested;
2. Reason for the leave;
3. Recommendation of Department Director;
4. Current workload;
5. Operational needs of the department;
6. Exhaustion of all other applicable and/or available leave;
7. Length of employee's continuous services;
8. Prior disciplinary record;
9. Performance evaluations;
10. Annual patterns of sick leave usage.

In no case shall a leave of absence be granted for the purpose of accepting employment with another employer. During the period of leave of absence, no benefits shall accrue to the employee. Participation in group insurance plans can be maintained during leave of absence provided that the employee pays the full cost.

Employees who take leave without pay in excess of 5 days will not accrue vacation, sick leave, or other types of leave during their period of unpaid leave.

8.09 – Educational Leave of Absence

Educational leaves of absence not to exceed one (1) year may be granted at the discretion of the Human Resources Committee with a recommendation from the Department Director. Such leave shall be without pay and benefits.

8.10 – Military Leave

Military leaves of absence will be granted in accord with all requirements of State and Federal law including the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). All employees requesting military leave must notify the Human Resources Department prior to said leave unless precluded by military necessity. The notice must be in writing and include a copy of the employee's military orders and/or training schedule.

Reserve Training: Employees who are members of a reserve component of the military forces of the United States or the State of Wisconsin shall be paid the difference, if any, between their regular pay and their military pay for the training period involved, not to exceed two (2) weeks in the calendar year.

Active Duty: In the event of a national or state emergency, employees may take an extended military leave of absence without pay if ordered to active duty. Any employee on military leave of absence may continue group insurance plan coverage provided that the employee shall pay the full cost.

Compliance with USERRA: All military leave from the City is subject to USERRA. Employees should consult the Human Resources Department for answers to more specific questions about military leave and USERRA. The City administers a separate USERRA policy to comply with laws on military leave.

8.11 – Bereavement Leave

The City recognizes the need for employees to have time to make arrangements, handle family matters and attend funerals when a close or extended member of their family dies. The City shall grant bereavement pay to regular full-time employees as follows:

Death in Immediate Family – Up to three (3) days of leave is provided. Immediate family includes an employee's spouse, children, grandchildren, father, mother, brother, sister, or the same family members of the spouse's parents, counterpart step relatives or any person who had resided with the employee immediately preceding the person's death.

Death in Extended Family – Up to one (1) day of leave is provided. Extended family includes an employee's brother-in-law, sister-in-law, uncle, aunt, niece, nephew, great grandchildren, and grandparents.

Additional time off requested as paid or unpaid leave may be available for use by employees if the circumstances warrant. Employees should contact their supervisor to discuss any requests and exceptions may be granted at the discretion of the Department Director, in consultation with the Director of Human Resources.

8.12 – Separation Benefits for Vacation, Compensatory and Perfect Attendance Leave

At time of voluntary termination (resignation or retirement) employees with at least one (1) year of service who subsequently leave the employ of the City, upon giving ten (10) working days written notice to the Human Resources Department, shall receive cash payment for all remaining accrued vacation time, compensatory time, and perfect attendance leave.

The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize vacation, compensatory time and/or perfect attendance leave and stay on the payroll after the last day at work.

8.13 – Lactation Policy

All women who breastfeed their child(ren), and who need to express milk during the working day, will work with their supervisor and Human Resources to determine how best to accommodate the needs of the mother while still accomplishing the performance of her job. For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express milk for her baby. The City has designated that each City facility will have a private and secure location for this purpose and supervisors are responsible for such designation in their respective work locations. Such location shall not be a restroom. Nursing mothers wishing to use a room for this purpose must request/reserve the room by contacting their direct supervisor.

Expressed milk should be placed in cooler-type containers and may be stored in City refrigerators. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Additional rules for use of the room and refrigeration are posted in each room where applicable. Breaks of more than 20 minutes will be unpaid, and the employee should indicate this break period on their time record.

Chapter 9 – Risk Management and Workplace Safety

9.01 – Risk Management Program Policy

9.02 – Risk Management Program Responsibilities

9.03 – Safety

9.04 – Hazard Communication Program

9.05 – Violence in the Workplace

9.06 – Weapons Policy

9.07 – Drug Free Workplace

9.01 – General Provisions

The City of Wausau recognizes its responsibility to provide for the safety of its employees, to prevent loss from third party liability, and to protect City property (buildings, grounds, tools and equipment) from damage and loss. For this reason, the City establishes the following scope of the Risk Management program to include:

- (1) Safety and health of City employees.
- (2) Safety of the City’s fleet operations.
- (3) Protection of the City from third party liability.
- (4) Protection of City property.

The City of Wausau intends and expects that, at a minimum, the City comply with all applicable local, state and federal health and safety standards, guidelines, and best practices. The safety of City employees and the public, and the protection of City assets are the first priorities in all City operations. These will take precedence over expediency or shortcuts. Every attempt will be made to eliminate or at least reduce the possibility of loss and potential loss due to employee injury, fleet operations, third party liability, and property damage/loss. Loss prevention is to be an integral part of operations. Preventing loss within the scope of this policy requires looking at both actual losses, and “near misses”. Investigating accidents and incidents to determine “root cause” prior to taking corrective action is essential. Identifying potential loss exposures and taking preventive action is standard operating procedure. The City will support the Risk Management Policy with appropriate funding and will hold all employees accountable for fulfilling their loss prevention responsibilities.

Loss Prevention is a shared responsibility and requires the cooperation of all parties. Department Directors and supervisors recognize the need to set a positive example through their attitude, words, and actions, in the implementation of this policy. Employees recognize the need to continue to work together with management and co-workers in living out the full scope of this policy. The entire City workforce is joined together to ensure continuous improvement of our risk management efforts, and help ensure that every employee returns home safely at the end of the workday, that City assets are protected, and that the City lives up to our mission statement.

9.02 – Risk Management Program Responsibilities

Safety Coordinator: The Safety Coordinator is responsible for the development and implementation of the overall risk management policy and procedures, for providing technical support to Department Directors and supervisors in their efforts to fulfill their risk management responsibilities, and for stimulating active participation in achieving risk management goals.

Department Directors: Department Directors are responsible for conducting the following loss prevention activities within their respective departments, and for working cooperatively with other departments to prevent loss:

- (1) Analyze the prior year losses; identify loss potential situations within the scope of their department; set specific, measurable goals; and develop an annual Loss Prevention Action Plan aimed at preventing or reducing loss and to consider loss prevention as one criterion to assess when hiring new employees and when doing performance evaluations of employees.
- (2) Integrate loss prevention into all aspects of department operations; involve all employees in loss prevention; develop, implement, monitor effectiveness, and update as needed, department specific loss prevention policies and procedures – including safety rules; provide safety orientation and training for new and transferring employees, and existing employees, as needed and required; conduct regular inspections to identify and correct loss potential situations, covering the scope of this policy.
- (3) Review accident/incident/“near miss” reports to be assured that the “root cause” has been identified and that effective corrective action has been implemented; list the temporary transitional duty tasks available for injured employees and actively promote the return to work of injured employees, within their capabilities.
- (4) Actively participate in loss prevention activities to demonstrate commitment to the full scope of this Risk Management Policy; document loss prevention activities and issues; hold all employees accountable for their loss prevention responsibilities; proactively budget for loss prevention expenses; ensure department compliance with all applicable local, state and federal standards, guidelines, and best practices; promote a culture of continuous improvement in loss prevention.

Supervisors – Supervisors are responsible for conducting the following loss prevention activities within their respective departments, as well as other loss prevention responsibilities that Department Directors may assign to them, and for working cooperatively with other departments to prevent loss:

- (1) Participate in the development of the department specific, annual Loss Prevention Action Plan; involve all employees in loss prevention.
- (2) Consider loss prevention as one criterion to assess when hiring new employees and when doing performance evaluations of employees.
- (3) Provide initial and ongoing safety training for all employees; give detailed instructions for safe job performance by explaining the inherent hazards and safety precautions; observe work performance and provide commendation and/or coaching to assure that safe work performance is maintained and unsafe work practices are corrected and eliminated; enforce disciplinary protocol in cases of clear disregard of safe work expectation; document loss prevention activities and issues.
- (4) Identify and correct loss potential situations, covering the scope of this policy; promote prompt reporting of incidents, but no later than the end of their shift; complete an accident/incident/“near miss” investigation report, within 24 hours, focused on determining the “root cause” and implementation of corrective action; keep in touch with injured employees who may be off work; help identify temporary transitional duty tasks available for injured employees; actively promote the return to work of injured employees, within their capabilities; monitor the progress of employees on temporary transitional duty to be sure they are working within their capabilities, make adjustments as needed.
- (5) Actively participate in loss prevention activities to demonstrate commitment to the full scope of this Risk Management Policy; document loss prevention activities and issues; hold all employees accountable for their loss prevention responsibilities; keep knowledgeable of all local, state, and federal standards, guidelines, and best practices pertaining to operations; ensure department compliance with all applicable local, state, and federal health and safety standards, guidelines, and best practices; promote a culture of continuous improvement in loss prevention

Employees – It is the responsibility of all employees to:

- (1) Participate in the development of the department specific, annual Loss Prevention Action Plan, as requested; help to carry out the action plan; actively support the full scope of the Risk Management Policy by positive attitude, words, and actions.
- (2) Actively participate in safety training; follow safe work procedures, to include but not limited to safety rules, the use of personal protective equipment, machine safeguards, and other safety equipment; assist co-workers with proper safety techniques and procedures.

- (3) Immediately correct unsafe acts/conditions/equipment whenever able; report unsafe acts/conditions/equipment to the supervisor when the employee is unable to correct them; maintain good housekeeping throughout operations; submit loss prevention suggestions to the supervisor; follow all applicable local, state, and federal standards, guidelines, and best practices pertaining to the employee's operations.
- (4) Report all injuries and incidents, including "near misses," immediately; cooperate with the accident/incident investigation, with particular focus on determining the "root cause" and prevention of recurrence. If injured, cooperate with the medical provider and keep the supervisor informed of the employee's capabilities; work within the employee's capabilities when returning to work.
- (5) Work toward a culture of continuous improvement in loss prevention, to help ensure that every employee returns safely home at the end of his or her workday, and that the City's assets are protected.

9.03 – Safety

The City of Wausau is committed to furnishing a safe place of employment that includes the use of safety devices and safeguards, methods and processes reasonably adequate to render employment safe, and other things reasonably necessary to protect the life, health, safety, and welfare of such employee. The City subscribes to and follows the requirements of the laws that relate to the protections of life, health, safety and welfare of City employees.

The City of Wausau has developed and maintains a comprehensive safety program conforming to tried and accepted safety practices. This program encourages proper attitudes toward injury and illness prevent on the part of both management and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between each employee and their coworkers.

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to your supervisor. Should a hazardous situation exist, safety always takes precedence over continuing operations. Retaliation against employees for reporting workplace safety issues or a work-place injury is prohibited and will not be tolerated. City employees are encouraged to submit suggestions to their supervisor or to Human Resources regarding ways to increase workplace safety.

9.04 – Hazard Communication Program

In order to provide a safe and hazardous free workplace for its employees, the City of Wausau complies with the requirements of the Wisconsin Employees' Right to Know Law (Wisconsin State Statutes 101.58 – 101.599), as well as with the requirements of OSHA's Hazard Communications Standard (29 CFR 1910.1200). The Hazard Communications policy is posted on the City's intranet.

9.05 – Violence in the Workplace

The City of Wausau is committed to providing a safe workplace for its employees and a safe environment for the citizens of the community, and has a zero tolerance policy toward any intimidating, threatening or violent behavior at the workplace. This policy applies to any form of workplace violence occurring on the worksite, or involving City employees engaged in the performance of their work duties whether on or off City property. In addition, this section applies to domestic violence situations when physical harm, threat of harm or fear of harm creates a safety issue for any employee while performing their job. Domestic violence threats at work must be met with the same level of response as any other kind of threat. Managers will work to the extent reasonably possible to ensure that employees are free from intimidating, threatening and violent behavior while at work.

Employees who display intimidating, threatening and/or violent behavior will be held accountable under City policy and work rules, as well as local, state and federal law. An employee who harasses, threatens, bullies, humiliates, coerces, calls names, makes offensive jokes/comments, disrespects, isolates, ignores, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public; or damages/messes with another's property/personal items, is in violation of this policy. All City employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

All City employees have a responsibility to notify their immediate supervisor, or in the absence of their supervisor, another supervisor, of any intimidating, threatening or violent behavior that they witness, are subjected to or have been told that another person has witnessed or received. In addition to notifying a supervisor, the appropriate authorities should be contacted, which include, but are not limited to: as appropriate, the City police department, fire department or emergency ambulance services.

Employee involvement entails understanding and complying with the prevention program and security measures; making suggestions for improving safety and security issues; participating in problem solving sessions; conducting inspections and making recommendations for corrective strategies; and participating in training and education programs that cover techniques to recognize escalating agitation, assaultive behavior or criminal intent, and discussing appropriate responses. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by the City and by federal laws.

All managers have a responsibility to review this section with new employees and periodically review with all employees within their department. Additionally, they are responsible for maintaining a working environment that is as safe as reasonably possible for City employees. Supervisors can help prevent workplace violence and threats by: knowing the early behavior pattern warning signs, knowing the sequence of workplace violence, and reducing the risk of violence. Periodic employee surveys should be conducted for ideas on the potential for violence, holes in security and other risk factors. If information received determines there may be potential for a threatening or violent situation, it is the manager's personnel responsibility to

immediately notify the Department Director and the City Attorney or Director of Human Resources, in addition to advising the employee what authorities to contact, and to notify the appropriate authorities if the employee involved in the incident cannot. Managers are required to maintain a written record that documents the incident until such time as that information is turned over to the Director of Human Resources.

The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

9.06 – Weapons Policy

Violations of this policy will not be tolerated and may result in discipline up to and including termination.

- A. A “weapon” is any device designed as a weapon and capable of producing death or harm to another person and includes but is not limited to, loaded or unloaded firearms, any electronic weapon as defined in § 941.125, Wis. Stat., knives and explosive devices. Weapons are further defined in § 939.22(10), Wis. Stat.
- B. The possession or control of any weapon by regular full-time or part-time City employees in any City of Wausau facility is strictly prohibited except: for the occasional need to use or possess a City-owned or personally-owned knife, such as utility knife, with a blade no longer than three inches for approved City work; for sworn Police Department employees in the performance of his/her duties; Fire/EMS personnel, those engaged in official military activities sponsored by federal, state or local government and as provided in subsection (c) herein below.
- C. Regular full-time and part-time employees other than sworn Police Department employees are prohibited from possessing a weapon, carrying a weapon (openly or concealed), using a weapon, or threatening the use of a weapon in the course of employment or during any part of the course of employment, regardless of whether an employee is physically present on City of Wausau property or off-site or in a City-provided vehicle. This prohibition applies even though the employee may be licensed in his/her private capacity to carry a concealed weapon.
- D. This policy does not prohibit regular full-time and part-time employees from storing a weapon in their personal vehicle while the vehicle is on City property or while using their personal vehicle during the course of employment. Weapons stored in employees’ personal vehicles on City property or while the vehicle is being used in the course of employment with the City must be secured in the vehicle.

9.07 – Drug Free Workplace

The City of Wausau believes that a working environment unaffected by alcohol and drugs fosters safety, quality service and productivity, and is in the best interest of all employees. Every employee shares in the responsibility to support a drug and alcohol-free environment, and the policy and rules on alcohol and drug abuse are aimed toward reaching this goal. The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from the risks posed by the misuse of alcohol and drugs. This policy is also intended to meet the requirements of “the Drug-Free Workplace Act of 1988” (49 CFR Part 29) and the “Drug-Free Workplace Requirements” (49 CFR Part 29.600-29.635, subpart F). This policy applies to all employees of the City of Wausau and all work sites, including off-site lunch periods or breaks when an employee is scheduled to return to work.

Prohibited Conduct

1. Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Employees must abide by the terms of this policy as a condition of employment. Violation of this policy could constitute grounds for immediate termination of employment.

“Drugs” are defined to include both “illegally used controlled substances” (illegal drugs or other controlled substances as defined under state or federal law, including narcotic and non-narcotic drugs, and prescription drugs used abusively) and “non-controlled” (over-the-counter) medicines if they render one unfit for duty. Additionally, the abuse of any substances for the purpose of achieving a drug-like effect will fall under the prohibition against “drugs”. “Possession” includes the presence of drugs or alcohol in the possession or control of the employee or in the employee’s desk, locker, toolbox, lunch box, automobile on City property or other personal area.

2. An employee who reports to work or who is observed at work under the influence of alcohol or drugs, or who is incapable of safely performing his/her job, will be subject to severe disciplinary action, which may include immediate termination of employment. “Under the influence” includes the presence of any alcohol or drug in the body, which may be verified by laboratory tests, or impairment of any degree, which may be verified by appropriate field tests.
3. An employee who, under a proper medical authority, is taking prescription drugs or other medication, which may affect his/her ability to work safely, is responsible for bringing this matter to his/her supervisor’s attention before beginning work. Whether or not an employee is taking a prescription drug, non-prescription drug, or other medication, an employee who reports to work or who is observed at work and is incapable of safely performing his/her job may, depending on the circumstances, be subject to severe disciplinary action, which may include immediate termination of employment.

Reporting Requirement

Any City employee convicted of a drug statute violation occurring in the workplace must report such to the employer in writing no later than five calendar days after such a conviction.

Testing

The City will take reasonable steps to search for and detect use of, possession of and impairment by alcohol and drugs. Because the City is committed to maintaining a drug and alcohol free working environment, prior to making a job offer, applicants for employment will be screened to avoid hiring persons who use drugs or who abuse alcohol. In addition, the City may require any employee suspected of being under the influence of alcohol or drugs to submit to a breath tests, blood test or urinalysis by City designated physician or qualified test process. The type of testing will be at the City's discretion and expense.

On-Going Education

The City will work actively to educate employees about the drug and alcohol problem by working closely with employee groups and unions representing its employees. The City will strive to develop a cooperative approach with all employees in dealing with the problem of drugs and alcohol. This policy will be adopted and incorporated into City policy records and handbooks.

Chapter 10 – Employee Discipline

10.01 – General Provisions

10.02 – Disciplinary Procedures

10.03 – Grievance Procedure

10.04 – Performance Improvement Plans

10.01 – General Provisions

All City employees are expected to satisfactorily perform all job duties, complete assignments in a timely manner, and meet a standard of conduct appropriate to the reputation of the City. While at work employees are responsible for being aware of and abide by existing rules and regulations. Generally, the City endorses a policy of progressive discipline in which employees are provided with a notice of their deficiencies and an opportunity to improve. However, the City retains the right to determine the appropriate discipline based upon the circumstances of each specific situation. Supervisors have the responsibility, with the guidance provided by Human Resources to apply discipline fairly and consistently without discrimination.

10.02 – Disciplinary Procedures

The City's disciplinary procedures include guidelines for progressively severe penalties for serious first offenses and for repeated violations, misconduct, or for a series of unrelated problems involving job performance or behavior. The progression or level of discipline may vary depending on the nature and severity of the behavior or misconduct as determined by the Department Director with consultation from Human Resources when suspension or termination is being considered.

- (1) **Performance Feedback:** Employee feedback and job coaching typically involves an informal meeting between the employee and supervisor, where the employee is made aware of his/her performance deficiencies, inappropriate behavior, work rule violation, etc., and expectations are communicated so the employee receives guidance for improvement. Certain circumstances may be more formal, involving a third party, if warranted. Feedback and coaching should be designed to resolve the problem early and avoid the need to take disciplinary action.
- (2) **Verbal Reprimand:** This type of notice occurs when a supervisor verbally warns an employee regarding inappropriate behavior, poor performance, a work rule violation, etc. Verbal warnings are given when feedback or coaching has failed to produce the desired result or the behavior is clearly unacceptable. Supervisors should meet with the employee in private to discuss his/her behavior or conduct and future expectations, including a clear explanation of the consequences of the failure to correct the problem. All verbal reprimands should be documented in writing. A memorandum documenting the facts of the situation (specific violation(s), date/time of violation(s), prior related discipline, standards for future conduct, and warning of further corrective discipline for non-compliance, and any follow-up action to be taken) should be prepared by the supervisor. The

memorandum should be given to the employee and forwarded to the Director of Human Resources to be maintained in the employee's personnel file.

- (3) **Written Reprimand:** A written reprimand occurs when an employee's behavior, misconduct or poor performance is documented in a written letter and retained in the employee's personnel file. The notice should contain the specific violation(s), the date and time of the violation(s) (or period of time), prior related discipline, specific standards for future conduct (including timelines, if appropriate), warning of further corrective discipline for non-compliance, and any follow-up action to be taken.
- (4) **Suspension:** A suspension occurs when an employee is involuntarily relieved from work for a certain number of days, with or without pay. Typically this occurs when prior warnings have not been successful in correcting employee behavior or the misconduct or violation is more serious in nature. *Non-exempt employees under the FLSA may be suspended in increments of any length; Exempt employees under Wisconsin law may only be suspended in increments of a work week.*
- (5) **Termination:** Termination is the involuntary and permanent removal of an employee from City employment. Termination is administered in situations where previous attempts to correct an employee's behavior have failed or the severity of the level of misconduct justifies the termination.

Prior to any suspension or termination, supervisors with approval from or with the assistance the Director of Human Resources should undertake a proper and thorough investigation. Supervisors are prohibited from suspending or terminating an employee without written approval from the Director of Human Resources.

It is imperative for disciplinary proceedings to be properly, completely and consistently documented. Proper documentation helps to support supervisor's disciplinary actions and is necessary to communicate to employees what behavior or action was inappropriate or a violation of City policy, procedure or rule.

Disciplinary actions are typically not taken against employees, without conducting an objective investigation, which includes the opportunity for the employee to explain their action(s). As the supervisor, with assistance from the Human Resources Director, contemplates the appropriate level of discipline the affected employee should be provided a meeting prior to imposing discipline that includes a loss of pay. In some cases the nature of the offense or level of misconduct may be severe enough to warrant termination for a first offense. Steps in the disciplinary process include:

- (1) Employee Notice and/or
- (2) Investigation

- (3) Due Process Meeting: The employee will be provided with a written notice of the misconduct and an explanation of the reasons for discipline. The due process meeting serves as an opportunity for an employee to provide additional facts prior to the finalization of discipline NOTE: During meetings which may lead to discipline, a union employee has the right to request and be afforded representation from the union at the meeting.
- (4) Discipline: If discipline is warranted following the due process meeting, the employee will be provided a **written** notice of the discipline, including the infraction and a general statement of the reasons for the action. The administered discipline becomes a part of the employee's personnel file.

10.03 – Grievance Procedure

This procedure is intended to comply with Section 66.0509(1m), Wis. Stats., and provides a grievance procedure for addressing issues concerning employee discipline, termination and workplace safety. This policy applies to all employees other than public safety and transit employees who are covered by the grievance procedure in their respective collective bargaining agreements. An employee may appeal any level of discipline, termination, and issue of workplace safety under this grievance procedure. For purposes of this policy, the following definitions apply:

Grievance: A grievance shall mean any dispute or misunderstanding regarding the actions of City officials which relate to employee discipline, termination, and work place safety.

Employee Discipline: Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Wausau. Disciplinary action may call for any of the following consequences depending on the problem and the number of occurrences:

- written warning
- suspension (with or without pay)
- termination of employment

There may be circumstances when one or more of the above are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline. The City of Wausau reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

“Employee Discipline” shall not include the following items:

- Placing an employee on paid administrative leave pending an internal investigation;
- Performance feedback, meetings, oral reprimands (even when documented) or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets;
- Change in job duties, transfer or reassignment to an equivalent position, change in job assignment; or
- Disability reassignment or termination;
- Other personnel actions taken by the employer that are not a form of progressive discipline.

Employee Termination: Is defined as an involuntary separation from employment as a result of action taken by the employer to terminate or discharge an employee from employment for rule violations, poor performance, acts detrimental to the City or other misconduct.

“Employee Termination” shall include any of the following personnel actions; however, only disciplinary terminations are subject to the grievance procedure:

- A. Non-disciplinary:
 1. Voluntary quit;
 2. Layoff or failure to be recalled from layoff at the expiration of the recall period;
 3. Reduction in workforce or job transfer;
 4. Completion of temporary employment, seasonal employment, contract employment, or assignment;
 5. Disability separation;
 6. Retirement;
 7. Job abandonment, “no-call, no-show”, or other failure to report to work;

8. Lack of qualification or license, or inability to perform job duties.

B. Disciplinary:

1. Unsatisfactory performance;

2. Work rule violations;

3. Acts detrimental to the interests of the City.

Workplace Safety: is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to the same.

Any written grievance filed in Step 1 of the grievance procedure must be filed with the Department Director using the *Written Grievance Form* that is available in the Human Resource office or on the City's intranet.

Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. Step 1 – Written Grievance Filed with the Department Director. The employee must prepare and file a written grievance with the Department Director or his/her designee with a copy to the Director of Human Resources, within ten (10) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance shall be submitted using the *Written Grievance Form* and give a detailed statement concerning the subject of the grievance, the facts on which the grievance is based and indicate the specific relief sought. The Department Director or his/her designee will investigate the facts giving rise to the grievance and inform the employee and the Director of Human Resources of his/her decision, in writing, within ten (10) business days of receipt of the grievance. The written response shall contain a statement of the date the meeting between the Department Director or his/her designee and the Grievant occurred, the decision to sustain or deny the grievance, and the deadline for the Grievant to appeal the grievance to the next step of this procedure. In the event the grievance involves the Department Director, the employee may initially file the grievance with the Director of Human Resources or his/her designee, thereby waiving Step 1 of the procedure moving directly to Step 2. Any request to waive Step 1 must be made to the Director of Human Resources.
2. Step 2 – Review by the Director of Human Resources. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Director of

Human Resources within five (5) business days from the Department Director or his/her designee's decision at Step 1. The Director of Human Resources or his/her designee will review the matter and inform the employee and the Department Director of his/her decision, in writing, within five (5) business days of receipt of the grievance.

3. Step 3 – Appeal to the Human Resources Committee. If the grievance is not resolved at Step 2, the employee may appeal by filing a written appeal of the grievance with the Human Resources Committee within five (5) business days from the Director of Human Resources or his/her designee's decision. The appeal should be sent to the Chairperson of the Human Resources Committee with a copy sent to the Director of Human Resources. The Human Resources Committee shall meet with the parties to discuss the matter at their next regularly scheduled meeting. Within five (5) business days of the meeting, the Human Resources Committee shall issue a written notice to the parties involved whether the matter has been resolved and if not, any disputes of fact and/or the application of the relevant City policies to the facts and whether there is a grievance that is subject to this procedure. The written notice should also include the Committee's decision to sustain the grievance because the undisputed facts substantiate the grievance or deny the grievance due to disputed facts.
4. Step 4 – Impartial Hearing Officer. If the grievance is not settled at Step 3, the employee may request in writing, within five (5) business days from the Human Resources Committee's decision, a request for a hearing by an Impartial Hearing Officer. The appeal should be sent to the Director of Human Resources. The City shall select and be responsible for the expenses for the Impartial Hearing Officer. The Impartial Hearing Officer shall not be a City employee. The Impartial Hearing Officer may determine that no hearing is necessary and that he/she can make a determination based solely on the submission of written documents. If the Impartial Hearing Officer determines that a hearing is necessary, the hearing shall be held at a mutually agreeable time in a public building. Employees may be accompanied by a representative of their choice, at their own expense, during the Impartial Hearing process. All testimony shall be taken under oath. In all cases, the Grievant shall have the burden of proof to support the grievance. The rules of evidence shall not apply, but no factual conclusions may be based solely on hearsay evidence. There shall be no discovery. A transcript of the hearing will be prepared only if one or both parties agree to bear the cost. After receiving the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written response to the parties involved. The Impartial Hearing Officer may request oral or written arguments and replies.

The Impartial Hearing Officer shall have the power to issue a written response to the grievance. The response shall contain findings of fact, analysis and recommendation. The Impartial Hearing Officer shall have no power to issue any remedy. The sole question to be answered by the Impartial Hearing Officer is

whether the City's decision, which is the subject of the grievance, was arbitrary or capricious.

5. Step 5 – Review by the Governing Body. If the grievance is not resolved after Step 4, the non-prevailing party may request within five (5) business days of receipt of the written decision from the Impartial Hearing Officer a written review by the City Council. No formal hearing will be required and the City Council shall not take testimony or evidence; it may only determine whether the Impartial Hearing Officer reached an arbitrary or incorrect result based on a review of the written record before the hearing officer. The City Council may request additional written submittals of the parties on matters which were raised before the Impartial Hearing Officer or, at its discretion, meet with the parties to review the matter. The preparation of the written record shall be at the expense of the party seeking the appeal and the appealing party shall supply a copy of the written record to the other party without charge. The matter will be scheduled for the City Council's next regularly scheduled meeting. The Council shall consider only the issues raised before the Impartial Hearing Officer. The Council is not to substitute its judgment for that of the Impartial Hearing Officer, but rather will limit its determination to whether a rational basis exists for the Impartial Hearing Officer's decision. A simple majority vote of the Council shall decide the appeal. The Council's decision shall be final and binding on the parties.

The City Council will inform the employee of its findings and decision in writing and provide a copy of the decision to the Director of Human Resources within five (5) business days of the City Council meeting.

An employee may not file a grievance outside of the time limits set forth in the procedure above without mutual agreement of the parties involved. If the employee fails to meet the deadlines set forth above, the grievance will be considered terminated and may not be re-filed. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance during normal work hours through the various steps of the grievance procedure.

10.04 – Performance Improvement Plans

Depending on the seriousness and nature of an employee's performance, behavior or infraction, it may be helpful and necessary for the supervisor to develop a work improvement plan. This type of plan emphasizes the need for improvement on behalf of the employee, with the primary goal being to assist the employee in resolving the problem in order to improve performance or behavior. The following elements should be incorporated into a performance plan:

- (1) Identification of the problem: What is the employee doing that is not satisfactory? How is their conduct influencing the work of the department, City, and other co-workers or citizens?

- (2) Goals for change: What needs to be changed? What goals should be achieved?
- (3) What the employee will do: Specific, measurable performance indicators should be established over a defined period of time. If training needs to be received, the employee should be told the type of training, how often, when the training should be completed and who will pay for the cost of the training.
- (4) What the supervisor and department will do: The time frame(s) for supervisory conferences should be indicated and how the supervisor will assist the employee in seeking out training opportunities.
- (5) The performance plan should be discussed (and documented) with the employee and reviewed periodically to assess progress, provide performance feedback and make course corrections as needed.
- (6) Evaluate the employee's progress at the end of the specified time frame to correct the deficiencies. This assessment should be documented, and the memorandum should indicate whether the employee met the requirements of the plan or whether further follow-up with the employee is appropriate.

Employee Acknowledgment

**CITY OF WAUSAU
EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

Employee Handbook

By signing below, I acknowledge that I have received a copy of the City of Wausau’s Employee Handbook. I also acknowledge that I have had the opportunity to read the policy and have any questions answered, and that I understand and will abide by the provisions contained in this policy.

I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipts of this Handbook or by following any of the provisions of this Handbook. I understand that the contents of this Handbook may be changed by the Employer at any time, with or without notice to the extent permitted by law.

Signed: _____

Date: _____

Printed Name: _____

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Approving Amendments to Employee Handbook	
Committee Action:	Approved 5-0
Fiscal Impact:	\$4,837 Total Annual Savings
File Number:	12-0219
Date Introduced:	December 22, 2015

TABLED AND SENT BACK TO HR

RESOLUTION

WHEREAS, your Human Resources Committee recognizes the importance of clearly defined parameters that direct and govern employees in their duties and responsibilities in the operation of City business, and

WHEREAS, an Employee Handbook for General City Employees has been crafted to address and clearly stipulate the work rules, policies, and practices, including employment related earned benefits accruals, usages, and compensations, and

WHEREAS, your Human Resources Committee has reviewed, studied, and discussed the resulting proposed updates to the Employee Handbook for General City Employees and recommends the adoption of the handbook, as attached to this resolution and qualified and clarified in attached documentation, in its entirety, and

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the Employee Handbook for General City Employees, as stated and specified above and as attached is approved and adopted to be effective as of January 1st, 2015.

Approved:

James E. Tipple, Mayor

DRAFT

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

DATE/TIME: January 11, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, C. Barr, M. Hite, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, J. Schara, R. Neupert (WSAU)

Approval of 12/14/2015 minutes.

Wagner asked if there were any changes or corrections needed to the minutes of the December meeting. Nagle said that his quote regarding pay of operators in the first item needs to be changed from “training and doing a good job” to “trained and doing a good job”. No other comments were made. Motion by Nagle, second by Gisselman to approve the draft minutes from December 14, 2015. All ayes. Motion passes 4-0. (*Rasmussen absent from vote.*)

Discussion and Possible Action of Process for Employee Handbook Review.

Wagner said that Council agreed the changes to the employee handbook should go back to the Human Resources Committee for a review, to include input from employees. Wagner asked the Committee for suggestions. Gisselman suggested asking if any employees present at the meeting had comments to share. Chris Barr said that some of the language for mechanics is outdated relating to tools, and suggested having some employees get together with supervisors to discuss. Wagner asked if there could be a group of 4 or 5 employees to review the handbook. Nagle said that it is easier for people to express their concerns in groups instead of individually, similar to when employees belonged to a union, and he would hate for someone not to express their opinion for fear of a negative repercussions individually. Wagner suggested having an HR Committee member meet with various departments. Oberbeck said an option would be for different groups of employees to bring their changes to a spokesperson for the group. Wagner said that it would need to be clear that the handbook is not subject to negotiation. Oberbeck gave the example of groups who meet to discuss building codes and give their input, but do not have authority to change the codes themselves. Hite said that at the beginning of 2015, department heads were told in a staff meeting that the handbook would be reviewed and revised; some department heads shared this information with employees, and employee input has been received throughout the year. Hite has met with several employee groups at their request to answer questions about proposed changes to the handbook. Hite also said that in review of the handbook for the Committee, she inserted “Policy Decision” for any significant change so that it was transparent. Discussion took place on the difference of receiving individual feedback and group feedback, with the consensus being that group feedback is better. Rasmussen shared her experience as Council President of meeting with employee groups and how it was positively received by employees; she suggested doing the same thing to have discussions on this matter. Wagner said that he would be favor of one or two of the Committee members going to the different work groups to talk. Hite said it is important to remember that the handbook is a management tool for the boundaries, benefits, and guidelines for the workplace; it is important that employees have input. Wagner asked if some employees would be intimidated by having their boss in the room during the discussions. Hite said that you want to have a good problem-solving model; if there are problems in the workplace, then people of all levels should be involved and gain perspective together. Rasmussen suggested using the Peer Focus Group model used in the past by the City. Nagle brought up the meetings facilitated by Don Ryder with employees to create the Core Values. Oberbeck suggested taking the two main issues to the groups to let them discuss while the Committee member(s) listened. Rasmussen said that employees would feel ownership of the handbook if given the opportunity to give input. Discussion took place about the timeframe to complete the meetings. Hite reminded the Committee that the new handbook contains a new pay-for-performance model, which places any changes to the pay-for-performance model on hold until the handbook is passed, and therefore at this time no pay-for-performance recognition. Rasmussen asked if appraisals were still done in July. Hite

explained that the appraisal process has been moved to October for completion by the end of the year to coincide with the budget cycle. Gisselman reminded the Committee that elections will be held in April and the members will change. The Committee agreed that this item should be resolved before the new Council is put in place in May. Rasmussen said that the information should be gathered by March 10th for the Committee. Wagner said that he will work with Human Resources to get meetings scheduled. No motion on this item.

Discussion and Possible Action of Revised Organizational Efficiency Proposal (Hite).

Hite said, working from the direction given by the Committee at the last meeting, she has provided an expanded proposal that includes more involvement from the LEAN BlackBelt. Hite provided a supplement to the proposal she presented to the Committee in December. Hite explained that she met with the BlackBelt and focused on the four items that were listed in the original proposal. The previous quote was \$5,100 and the revised quote is \$13,150. Hite provided an outline of the activities that would take place and the amount of time the activities would take, indicating that the BlackBelt would be more heavily involved at the beginning of the process and less involved as the process move forward. At the end of the contracted 180 hours, it would be up to the Committee if they wish to have the BlackBelt continue in the process. Rasmussen pointed out that on the memo for this item that in the initiatives listed, it said "City-County IT Commission" instead of "City". Hite said that this was an electronic error and "City-County IT Commission" should be replaced with "City". Motion by Rasmussen to approve the revised Organizational Efficiency Proposal and direct Hite to move forward. Second by Oberbeck. Wagner asked when the Committee can expect the study to be done. Hite said the request for the funds needs to go to the Finance Committee, and then it will be a 6 month pilot. Wagner asked for clarification if that meant 6 months after it starts; Hite responded that he was correct. Gisselman asked if this was included in the budget. Hite said the \$13,150 is not in the budget, and that the Finance Director has some ideas on where to get the money, and that is why this needs to go to the Finance Committee. All ayes. Motion passes 5-0.

Discussion and Possible Action Regarding Update and Salary Range Reassignment of Senior Human Resources Generalist Position (Hite).

Hite provided an overview of the background of the Senior Human Resources Generalist position to the Committee. This overview included how the position was reclassified downward in February 2012 from a Pay Grade 12 to a Pay Grade 10 based on the recommendation of the former HR Director. Hite explained how the skillset needed for the position has changed due to the City going from a fully insured benefits plan to a self-insured benefits plan. Hite is recommending a management initiated action to add a professional license to the minimum qualifications of the position which, if approved, results in reassignment of the position within a higher salary range. Hite explained that the Intermediary License possessed by the current Senior Human Resources Generalist (Elise Krohn) is in the City's best interest because the person holding the license will have a high level of knowledge in benefits and benefits contracts. By having the knowledge associated with having an Intermediary License, Krohn has provided Hite with information that has supported the HR Director in negotiating with providers and producing a benefits plan design that has resulted in an actual cost saving to the City of over \$1.3 million in benefit years 2015 and 2016. Hite said that adding the requirement of an Intermediary License to the position will be the best for the City in the future if it needs to fill the position again. Hite said it is very beneficial to have someone in the position with the Intermediary License, and therefore is recommending that the Committee adds the requirement to the position. Hite said if the qualification is added to the position, she recommends the position being moved back into Pay Grade 7 as a result of that. Rasmussen said she thinks it is hugely beneficial to have an Intermediary on staff that is licensed in all 4 lines. Wager said he sees the benefit of adding the requirement to the criteria. He questioned the salary amount recommended and asked how long Krohn has been with the City. Hite said that Krohn has been employed with the City 1 ½ years and is not currently at the mid-point of the Pay Grade 9 salary range. Hite asked for Krohn to be placed in Pay Grade 7, in the middle of the minimum and mid-point of the range. Oberbeck asked for clarification if they would be approving the change to position with the suggested salary. Hite answered yes, and said that she wanted to be transparent that she would be using money set aside for compensation plan administration that the Committee recently passed. Conversation changed briefly to the pursuit of monies to fund potential pay increases for other City employees not represented under a collective bargaining agreement. Motion by Rasmussen to approve the update and salary range reassignment of the Senior Human Resources Generalist position. Second by Oberbeck. 5-0. Motion passes.

HR Director's Report:

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

DATE/TIME: September 14, 2015 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
ALSO PRESENT: M. Hite

Review, Discussion and Possible Action on the Employee Handbook, Chapters 1-4

Hite distributed a memo with Staff Recommendations to the committee members. All committee members agreed that all “Housekeeping” items won’t need further review or discussion. Discussion took place regarding Chapter 1.06 Residency Requirement. The State ruled that it unlawful to require Department Heads live within the city proper, therefore “Residency Requirement” was stricken from the handbook. Hite stated some communities provide incentives to Department Heads for maintaining residency with the jurisdiction. This is something that can be looked at in the future.

Wagner spoke about Ch 1.02 – Anti-Harassment and would like the sentence that currently reads: *“Such conduct may be the basis for disciplinary action, including termination from employment”* to read as: *“Such conduct may be the basis for disciplinary action, up to and possibly including termination from employment.”* Hite will make the suggested change.

Wagner had no other suggestions or changes and opened discussion up to the committee members. All of these changes would be brought before the Council. Hite suggested training be implemented on Anti-Harassment and Workplace Bullying in the future.

Wagner asked for a motion to accept the changes they spoke about. Rasmussen moved to accept changes and Gisselman seconded. Motion passed unanimously.

Romey Wagner
Human Resources Committee, Chair

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

DATE/TIME: November 9, 2015, 2015 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, T. Alfonso, M. Hite, E. Krohn, J. Schara

Review, Discussion, and Possible Action on the Employee Handbook, Chapters 6-10.

Hite explained that this is the promised results of her review of chapters 6-10 with proposed changes to the Employee Handbook. She also committed to bringing forward Chapter 5 – Compensation for review in December. Oberbeck said he was unable to thoroughly review the changes and made a motion to table this item until the next meeting. Second by Gisselman. Wagner asked if not reviewing at this time would delay having the handbook out in time for employees in 2016. Hite said the goal was to have the changes reviewed and approved in December so that the updated handbook would be available in January. Hite offered to provide an overview of the changes and the Committee asked that she do so.

In summary:

Chapter 6 was updated to define training opportunities for City employees. An outline of required training for employees was added. Gisselman asked if supervisors are required to go through the training listed. Hite said at present there was no requirement. The current practice is for Human Resources to review the City's policies at the time of new hire orientation. Supervisors may choose to cover various topics during group meetings with employees, but at this time there is no formal schedule or documentation of continued training on policies. Hite clarified the proposed Supervisory Certificate Training requirement is available free of charge through CVMIC. Oberbeck asked about software specific training. Hite explained that she was not proposing Department specific training at this time; rather general training being proposed as required for all City employees. She stated there is some software training currently available and she can coordinate with Gerard Klein to address software training. Hite went on to provide an overview of the remaining additions to Chapter 6.

Chapter 7 - - Hite highlighted Employee Benefits with the removal of "7.10 - Modified Duty Assignment" and the addition of "7.10 – Disability Accommodation" which is compliant with the ADA (Americans with Disabilities Act). She explained ADA language has been bargained into the collective bargaining agreements.

Chapter 8 – Time Off/Leaves of Absences, Hite asked for policy change with how personal days may be used. Hite explained that at this time, employees may not use personal days until after 1 year of employment. The proposal is for new employees to be able to use 1 personal day after six months of employment and receive the remaining days after completion of their introductory period (1 year). She also explained the reasoning for the change to "8.06 – Sick Leave" is to reduce the cap for new employees to 480 hours which is the amount of time available to employees under the Family Medical Leave Act. She explained with the addition of the employee benefit of income replacement, additional sick leave becomes a redundant benefit. Sick leave when first offered was a form of insurance for employees to prevent financial disaster in times of sickness or injury. This is now provided for by income replacement insurance which cannot be used concurrent with sick leave. Hite clarified that her proposal was not to take anything away from employees who have higher banks; the proposal would not reduce their sick leave. The only impact would be if their sick leave balances reduced under the 1064 then the cap would continue to decrease and that would become the new cap down to the 480 hour level. Hite also highlighted the proposed policy change to "8.08 – Educational Leave of Absence" from paid leave to unpaid leave. Chapter 10 – Employee Discipline, Hite reviewed language changes and explained the addition of "disability reassignment or termination".

Motion by Rasmussen to approve changes to the Employee Handbook, Chapters 6-10 as presented. Second by Oberbeck. All ayes. Motion passes 5-0.

Romey Wagner
Human Resources Committee, Chair

DRAFT

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

DATE/TIME: December 14, 2015, 2015 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, T. Alfonso, P. Czarapata, K. Dubore, M. Hite, E. Krohn, T. Kujawa, E. Lindman, R. Mohelnitzky, J. Schara, B. Schmidt

Discussion and Possible Action of Employee Handbook – Revisions to Chapter 5 and Section 8.07 Family Medical Leave (Hite).

Hite noted that the group incentive in lieu of perfect attendance leave that was brought to the committee at the last meeting was not incorporated into the version of the handbook the committee received in their packet for this meeting. Hite will add the language into the final version. Hite pointed out that the revision Wagner requested at the September meeting had been made -- page 7 in the paragraph immediately before the section on how to report a violation. Hite walked the committee through the rest of the changed in the handbook.

In summary:

Beginning on page 23, Hite explained that the changes are clarifiers or housekeeping changes, spelling out how to analyze responsibilities of a position based on technical standards. Sub-part 3 has changed from “Employee contributions to pay” to “Employee contributions to organizational effectiveness” to clarify that employees are in positions to support the organization to get jobs done.

Hite reminded the committee that in this past year, they have discussed compensation plan philosophy, including types of recognition, in order for her to get clarification from the committee on what they wanted the City’s goal of compensation for employees. Hite has updated section 5.02 with the new concepts, making as few changes as possible. Hite said that page 26 is a policy decision for the committee. The section “Market Adjustments” has been changed to “General Wage Adjustments” to reflect the language change from feedback received from the committee in August. Hite then focused on the “Discretionary Performance Incentives” section, stating that she believes it is now aligned with what the committee had envisioned as part of the compensation plan for pay-for-performance. The policy decision for committee to review is, providing the tools for department directors, in conjunction with the Human Resources Director, within the budget that is passed by Council, to provide different forms of recognition, some adding to the base, with most not. Requirements for consideration of incentives are spelled out in section 3(b). Hite explained that this process would be more participatory between the department heads, supervisors, and Human Resources, rather than having Human Resources as the sole decision maker of recognition provided. Hite reviewed the types of discretionary performance incentives that may be given, outlined in section 3(b). Gisselman asked how this would all work – would it be reported back to the committee? Are gift cards already being handed out? Hite explained that the operational aspects will be finalized once approval is received. Hite said that Human Resources would facilitate meetings with management regarding performance recognition incentives and they would work together through the decision process. Hite said she first needs the authority to proceed, and then the systems will be designed to support the process. Discussion for clarification of

discretionary performance incentives took place. Oberbeck questioned the difference between discretionary performance incentives and skills based wage increases. Hite explained the differences, emphasizing that the current pay plan is based upon duties and responsibilities documented in the job descriptions – not the skill level of the individual. Hite also stated that if the City makes the policy decision to move to a skills based compensation philosophy there is significant work to be done. Alderwoman Rasmussen cautioned doing so as once that move it made then the City would be required to pay individuals for their skills as opposed to the job the City needs to have performed.

Section 4 “Job Reclassification” now has language to clarify the justification is not based on doing more of the same things, it is an increase in technical factors which might include responsibilities, impacts etc.

Section 7 “Developmental Job Assignments” allows for an employee to perform the duties of a vacant position for a limited period of time to develop their skills, for a period of at least 30 days. Wagner asked Lindman if current employees are considered for openings, and if there is a time limit on when a person can jump to another job. Lindman said yes, and Hite said that the Committee has already approved reducing the time frame for applying for other City jobs to 6 months from one year.

5.05 Overtime is another place that Hite requested a policy decision. Hite reviewed what an overtime exempt employee is based on the Fair Labor Standards Act, and said that this item was brought up by the previous HR Director in January 2014 or before. Overtime exempt employees had been using the time system to clock in and out, accumulating overtime on a minute-by-minute basis. After the January 2014 email regarding this matter was sent out by the previous HR Director, payout for overtime for exempt employees went from \$214,000 in a year to \$150,000 in a year, and this year it has gone down to \$74,000 because of departments changing their practices (these figures include public safety). Hite emphasized the policy decision being proposed this excludes Police and Fire due to other provisions in the handbook. Hite referred to page 19 under Chapter 4.01 “Employment Categories and Classification”, stating this section of the handbook was structured to define who was eligible for additional compensation and that the Committee had previously approved including Public Works Supervisors during snow removal months (November – April). Hite said that on page 30 she clarified that an analysis under the Fair Labor Standards Act determines who is eligible for overtime. Hite stated that if an employee works overtime without authorization the City is still obligated to pay for the work performed. Therefore language is added for accountability stating employees who work overtime without approval are subject to discipline. Hite went on to explain when employees are eligible for overtime and the different categories of employees, those eligible for overtime after working a shift, and those eligible for overtime after working 40 hours. Hite explained that in general overtime is required after a shift for positions that require coverage or relief are positions that require continual coverage, such as DPW workers during a snow event, water maintainers during a main break, etc. Positions that do not require the same level of coverage can be designated to receive overtime after working 40 hours and time can be flexed within the pay period. Hite proposed removing the Engineering Division from receiving overtime after a shift based on the work they perform, and leaving the remaining divisions listed to receive overtime after a shift.

Section 5.06 “Compensatory Pay and Exchange Time” has been revised to include the ability to give compensatory time off in exchange for excessive overtime caused by large projects within a department. Gisselman asked how the amount of time off in exchange would be determined. The committee agreed that the exchange time would have to be for work above and beyond the normal duties of the employee and not just because they weren’t able to get something done and had to stay longer. Hite said that would be for the Department Head to decide. Hite said that she will work with Department Heads to train them on revisions to the handbook. Lindman asked for clarification on how the change to the Engineering Division will change how they receive overtime, saying that employees may need to inspect contractor work. Hite said that she will review the position further to ensure it is categorized correctly.

Page 33 regarding the uniform allowance was revised so that it does not provide a disincentive to employees who are promoted.

Section 5.16 Standby Pay was approved by the committee on October 14, 2014.

Section 5.17 Premium Pay for city Engineer Designation was approved in May 2015.

Section 5.16 Tuition Reimbursement has been added as it is talked about in discretionary performance incentive. Hite will fix the numbering of this section.

Hite added Section 8.07 to include language on Family Medical Leave in the employee handbook. The section explains all the provisions of State and Federal Family Medical Leave to comply with the Fair Labor Standards Act.

Motion by Oberbeck to send the employee handbook, as presented, to Council for approval. Second by Gisselman.

Gisselman questioned an area the Committee had previously approved. Section 2.13 regarding the language of employees retention of constitutional rights. Gisselman believes that the language "generally retain constitutional rights" and "In short, free speech is modified for public employees" should be removed. Rasmussen agreed, saying that employees should be able to express themselves however they choose. Hite said the language can be modified any way the committee wants, however, the Supreme Court has said that free speech rights within a public work place can have parameters to be appropriate. Oberbeck suggested removing "generally" from the first sentence and the entire last sentence. Hite said that she will make those changes.

Motion by Oberbeck to send the employee handbook with the suggestion revisions to section 2.13 to Council for approval. Second by Rasmussen. All ayes. Motion passes 5-0.

Romey Wagner
Human Resources Committee, Chair

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

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Authorizing Fair Labor Standards Act (FLSA) reclassification for four (4) positions: Community Services Analyst, Administrative Supervisor – DPW, Administrative Supervisor – Police, and Electrical Inspector.

Committee Action: Approved 5-0

Fiscal Impact: \$106.67 for 2016. \$1262.77 for 2017.

File Number: 16-1115

Date Introduced: November 22, 2016

RESOLUTION

WHEREAS, the U.S. Department of Labor adopted a Final Rule updating the salary and compensation levels needed for exemption from minimum wage and overtime pay requirements of Executive, Administrative and Professional workers; and

WHEREAS, the federal regulations were released May 17, 2016, and made changes to the most common overtime exemptions under the Fair Labor Standards Act (FLSA); and

WHEREAS, the law is effective December 1, 2016; and

WHEREAS, your staff undertook a review of the status of all employees who earn less than the new salary threshold of \$47,476, but who were previously exempt from overtime, to determine how they will be paid going forward; and

WHEREAS, staff recommended to your Human Resources Committee on November 14, 2016, based upon the current job duties of each, reclassification of 3 positions from exempt to non-exempt, and reclassification of 1 position from non-exempt to exempt, to comply with the law; and

WHEREAS, those positions have been identified as Community Services Analyst, Administrative Supervisor - DPW, and Administrative Supervisor - Police as being reclassified as non-exempt, and Electrical Inspector as being reclassified as exempt;

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau, effective December 1, 2016, the following positions are reclassified as non-exempt: Community Services Analyst, Administrative Supervisor - DPW, Administrative Supervisor – Police; and the following position is reclassified as exempt: Electrical Inspector.

Approved:

Robert B Mielke, Mayor

Office of the City Attorney

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



Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

MEMO

TO: Mayor Robert Mielke
Common Council Members

FROM: Anne Jacobson 

DATE: November 14, 2016

RE: Reclassifications of Exempt and Non-Exempt Employees to Comply with
FLSA Overtime Rule Changes

-
- The U.S. Department of Labor adopted a Final Rule updating the salary and compensation levels needed for exemption from minimum wage and overtime pay of Executive, Administrative and Professional workers.
 - The federal regulations were released May 17, 2016, and made changes to the most common overtime exemptions under the Fair Labor Standards Act (FLSA).
 - The law is effective December 1, 2016, and will significantly limit classifying certain salaried employees as “exempt.”
 - The changes to FLSA’s rule include:
 1. To be exempt from federal overtime requirements under the white collar exemptions, the salary minimum will increase from \$455 per week to \$913 per week or \$47,476 per year.
 2. Up to 10% of the salary minimum may be from nondiscretionary bonuses and incentive payments, as long as they are made at least quarterly.
 3. The minimum annual compensation for exempt highly compensated employees (HCE) will increase from \$100,000 to \$134,004.
 4. Annual salary minimums will be adjusted every three years, beginning in January 2020.

- The salary minimum was set at the 40th percentile of weekly earnings of full-time salaried workers in the lowest-wage Census Region (the South). The HCE salary minimum was set at the 90th percentile of weekly earnings of full-time salaried workers nationwide.

Wisconsin Requirements:

Public Employers are now faced with the challenge of analyzing the status of all employees who earn less than the new salary threshold, but who were previously exempt from overtime, to determine how they will be paid going forward. Employers must consider whether to increase the salaries of those employees to meet the new salary threshold or to reclassify them as non-exempt, and thus eligible for overtime.

- Public employers are subject to both Wisconsin law and the FLSA
- Wisconsin law does not contain the HCE exemption, so its use is not available to Wisconsin employers subject to both laws
- In analyzing exemptions, public employers must look solely to federal law since Wisconsin Administrative Code DWD 274.08(2) provides that the state exemptions are not applicable to public employees
- Public employers can continue to pay newly classified employees a salary and pay overtime (non-exempt employees or salaried employees earning less than \$47,476) at time-and-a-half for hours worked in excess of 40 hours per week, or provide comp time for overtime hours worked in excess of 40 hours per week.
- Public employers can maintain exempt status by raising salaries above the \$47,476 salary threshold.

The City of Wausau reviewed its positions and has identified 3 positions which will be reclassified from exempt to non-exempt, and 1 position that will be reclassified from non-exempt to exempt, to comply with the law.

ALJ

DRAFT

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

DATE/TIME: November 14, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, S. Boers, C. Buckner, P. Czarapata, N. Giese, M. Groat, J. Henrichs, M. Hubacher, A. Jacobson, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, R. Mohelnitzky, P. Peckham

Discussion and Possible Action on Reclassification of Exempt and Non-Exempt Employees to Comply with FLSA Overtime Rule Changes.

Wagner introduced Attorney Mary Hubacher, outside counsel to talk about this item. Hubacher explained that the Fair Labor Standards Act (FLSA) was amended earlier this year to change some provisions that determined how employees are classified; it raised the annual salary that an employee must receive in order to be classified as an exempt employee under FLSA. The primary distinction between an exempt employee and a non-exempt employee is that exempt employees are not entitled to overtime pay after 40 hours in the work week. Hubacher said that there are several elements to the test to determine if a position is exempt or non-exempt. Hubacher reviewed the positions within the organization to determine if they were correctly classified as exempt, and explained that administrative positions are often classified incorrectly. Several tests must be met in order for an administrative position to be classified as exempt, including the ability to exercise independent judgement and discretion, has supervisory authority, including the ability to determine if an employee should be hired, disciplined or terminated. Based on Hubacher's assessment of the positions she reviewed, she recommended that 3 positions be changed from exempt to non-exempt. Wagner asked what the next step of the process is. Jacobson said that resolutions could be prepared for Council to approve the change in classification of the job descriptions that Hubacher is referring to. Hubacher said that a recommendation by the Human Resources Committee to change the job descriptions is sufficient. Discussion took place as to what this means for the employees who are in these positions. Hubacher said that the employees will be paid hourly, will be eligible for overtime after 40 hours of work, and use of benefits such as vacation, sick, etc. will be different.

Motion by Neal to send Hubacher's recommendations to the full council to meet the requirements of the Fair Labor Standards Act. Second by Gisselman. Gisselman asked that the employees be notified prior to Council action. Wagner said that the Human Resources Department will reach out to the employees that will be affected prior to this item appearing on the Council agenda. All ayes. Motion passes 5-0.

Romey Wagner
Human Resources Committee, Chair

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

Approving Creation of two (2) Administrative Assistant II Positions in the Police Department (at .5 FTE each)

Committee Action: HR Comm: Approved 5-0
FIN Comm: Approved 5-0 (as part of the budget)

Fiscal Impact: \$20,290 for each position with a total of \$40,581.00 for two (2) positions in 2017.

File Number: 16-1111

Date Introduced: November 22, 2016

RESOLUTION

WHEREAS, the Police Department has demonstrated the need for the positions; and

WHEREAS, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to create the two (2) 0.5 FTE Administrative positions in the Police Department; and

WHEREAS, the funding for these positions has been included within the 2017 adopted budget;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the proper city officials are hereby authorized and directed to formally create, post, and fill the two Administrative Assistant II positions as a 0.50 FTE.

Approved:

Robert B. Mielke, Mayor

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

DATE/TIME: September 12, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, M. Barnes, N. Giese, M. Groat, D. Hampson, J. Hardel, A. Jacobson, E. Krohn, S. Lang, E. Lindman, J. Schara

Discussion and Possible Action Approving Creation of two (2) Administrative Positions Within the Police Department (each .5 FTE).

Barnes said that the department has been overwhelmed with clerical work. The department has hired summer help from college students to try to ease the load, but it has not been the answer. Barnes explained that the Wausau Police Department has 3 clerical staff; in 2012 they did a survey of comparable agencies and found that they had the lowest number of clerical staff per officer. In 2015, Krohn did a survey with comparable agencies within the state and Wausau is still the lowest in clerical support staff. Barnes explained how the workload has increased over the years due to an increase in call volume, requests, and also the new technology that the department is utilizing. Barnes said they are requesting 2 part-time positions for cost savings; 1 full-time position would cost the department and City more for benefits. Barnes shared that the department paid \$17,000 in 2013 for overtime, in 2014 the cost for overtime was \$34,000, and \$23,000 in overtime in 2015. Barnes believes that if the positions are approved for the department that overtime will be eliminated.

Motion by Smith to approve the creation of two (2) Administrative positions within the Police Department (each .5FTE). Second by Neal. No further discussion. All ayes. Motion passes 5-0.



October 10, 2016

ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee
Robert Mielke, Mayor

FROM: Human Resources

RE: Consideration of the Creation of two Administrative Positions in Police Department

Issue: Whether to create two (2) .5 FTE positions in the Police Department

Background: The Police Department's sworn officers have increased from 68 officers in 2012 to 75 in 2015 along with an animal control officer. The amount of work generated with the additional officers has increased and the clerical support is insufficient to meet the needs of the department and community. The total number of cases went from 7,825 in 2012 to 10,609 in 2015. In the same time period the number of open records requests has almost doubled, going from an average of 100 per month to 200 per month, and this does not include the time it now takes to process the new body worn camera videos requests.

Body worn cameras (BWC) are a necessary tool in protecting our officers and now that we have the BWC, the community often requests to see the videos. However, protected information needs to be removed prior to release. Processing the video requests is very timely and has been averaging approximately 20 hours a week.

The Police Department is requesting to create two .5 FTE Administrative positions to handle the extra work generated by the increased number of officers and the open records requests.

Financial Impact: The job description is attached and it's estimated to be an impact of approximately \$40,581 for both positions, or \$20,290 for each position.

Recommendation: There is a sufficient justification based on a review of the needs of the department to warrant the authorization of the creation of these two positions.

Motion Sought: To recommend the City Council approve the creation of two .5 FTE Administrative support positions in the Police Department.

Clerical Justification

Current issue:

- Increased number of officers and no increase in clerical staff
 - 68 sworn officers in 2012 / 75 sworn officers in 2015
- Current clerical staff is insufficient to meet the department and community's expectations.

What we want to accomplish:

- The Community expects their reports, statistics, and information quickly. It is our goal to meet the needs of the community by providing service in the most cost efficient manner. With the addition of two part-time year round employees in the Records Bureau, we will be able to:
 - Process reports in a timely manner and provide up to date statistics.
 - Provide cross training allowing us to better serve the community
 - Restructure the processing of Uniform Crime Reporting (UCR) and keep transmissions current. UCR transmissions are statutorily mandated.
 - Reduce mandatory overtime of clerical staff
 - Process open records & video/audio requests on a timely basis
 - Perform other clerical tasks that the staff has not been able to do for Detectives, CRO unit, & Command
 - Landlord letters, Court Calendar, & projects for the Chief and Command staff

Negative result if we don't get the extra help:

- For the past number of years the Records Bureau has struggled to meet timeliness expectations and get the work done. Overtime has been necessary to maintain the functionality of the department.
 - The reports will not be processed timely and we will continue to fall behind
 - Regular mandatory overtime creates a negative working environment.
 - Current abilities to process reports affect timely UCR transmissions, open records requests, background checks, and statistics; we are currently three months behind in UCR transmissions
 - Although body worn cameras are needed for officer's safety, such technology requires significant clerical time to prepare the video for public viewing. The liability cost of releasing protected information can be substantial. It is currently taking approximately 20 hours a week to process/redact videos.

Human Resources Analysis:

- The police department worked with the Human Resources department and performed a study of the work performed by the clerical staff
- HR compared our staffing to other agencies
- In 2013, HR Director Michael Loy had organized Record Bureau to participate in a LEAN work flow analysis. A few adjustments were made; however, the volume of work has increased that the current staffing is insufficient to complete the tasks.

FINANCE COMMITTEE – BUDGET SESSION #2

Date and Time: Tuesday, October 4, 2016 @ 5:30 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Gehin, Kellbach

Members Excused: Nutting

Others Present: Groat, Barnes, Lang, Lindman, Jacobson, Kujawa, Mielke, Neal, Swanborg, Schock, Goede.

Discussion and possible action regarding the 2017 budget and 2017 fee schedule

Rasmussen stated at the last meeting we had a PowerPoint introduction to the budget. The departmental core budgets were based on their cost to continue operations and tonight we will review their supplemental requests.

2017 Supplemental Budget Requests: (*Link to details and narrative of requests*)

http://www.ci.wausau.wi.us/Portals/0/Departments/Finance/Documents/ALL_SUPPLEMENTAL_REQUESTS.pdf

Police Department

- Cpt. Barnes stated they are under water from a clerical standpoint and have been for quite some time. He noted we are the lowest with clerical support when looking at 26 comparable agencies in the state. In 2013 we had \$17,000 in overtime to staff just to meet deadlines for reporting; 2014 was \$34,000, and 2015 was \$23,000. He stated they will have little to no overtime if the positions are authorized. He felt if they could get two half-time positions instead of a full-time, it saves \$20,000.
- Youth Safety Coordinator, quarter-time position, manages safety patrol; car seat installation and inspections; distracted driving simulators.

FINANCE COMMITTEE

Date and Time: Tuesday, October 25, 2016 @ 5:00 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Kellbach, Gehin, and Nutting (*entered at 5:09*)

Others Present: Groat, Alfonso, Kujawa, Krohn, Seubert, Schock, Mielke, and Elizabeth Field

Discussion and possible action regarding the 2017 Budget

Groat stated the last time the committee deliberated over the budget the main focus was on the supplemental budget requests and with those all included in the budget we were at a \$0.43 tax rate increase. She went back to look at savings in the existing cost-to-continue budget as well as looking at the supplemental requests to see if the tax rate could be reduced. She reviewed a spreadsheet analyzing all the funds that rely on the levy; what we started out with in the executive budget; changes in estimates in reclassifications; and supplemental funding. It was the committee's preference to fund and include all of the supplemental requests in the budget, so we tried to find alternative funding sources to minimize the financial impact. She reviewed a summary of tax rate changes in detail and indicated the revised rate is a \$0.27 increase or 2.84%.

Rasmussen commented past Councils have been really committed to holding their mill rate increase to either zero or a penny or two, and although their intentions were good, it has created a tremendous backlog of deferred maintenance and uncompleted work and now a number of those things have reached conditional critical. Once we get caught up on some of the work we should be able to plateau or find opportunities for reductions.

Groat stated the assessor has completed her work and will transmit that data to the Department of Revenue who will then establish those assessment ratios and provide us with the assessed values of the manufacturing. She was hoping to have that data in time for the public hearing.

Motion by Nutting, second by Gehin to accept the revisions and move the budget forward to Council for the public hearing. Motion carried 5-0.

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

JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE AND FINANCE COMMITTEE	
Approving Creation of Youth Safety Coordinator position (civilian) in the Police Department (1 position at .25 FTE)	
Committee Action: HR Comm: Approved 5-0 FIN Comm: Approved 5-0 (as part of the budget)	
Fiscal Impact:	
File Number: 16-1112	Date Introduced: November 22, 2016

RESOLUTION

WHEREAS, the Police Department has demonstrated the need for the position; and

WHEREAS, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to create the one (1) 0.25 FTE Youth Safety Coordinator position in the Police Department; and

WHEREAS, the position has been funded within the adopted 2017 budget;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the proper city officials are hereby authorized and directed to formally create, post, and fill the Youth Safety Coordinator position as a 0.25 FTE.

Approved:

Robert Mielke, Mayor

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

DATE/TIME: September 12, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, M. Barnes, N. Giese, M. Groat, D. Hampson, J. Hardel, A. Jacobson, E. Krohn, S. Lang, E. Lindman, J. Schara

Discussion and Possible Action Approving Creation of a Youth Safety Coordinator Position (Civilian) in the Police Department (.25 FTE).

Barnes said that Officer Pilsner recently retired; she spent most of career working on youth safety initiatives. After Pilsner's retirement, the department was left to figure out who would have time to fill the gap left. Pilsner is currently back at the department on a temporary/seasonal basis to take care of the youth safety initiatives; she runs Safety City, a 2-week program that educates young kids on bike safety, stranger safety, how to cross the street, and other things. She also works with schools and the Safety Patrol program; this requires working with each school, training the kids, events and educational programs. Lastly, Pilsner is a master trainer for car seat installation and safety, and also helps run the computer systems for the distracted driver simulators.

Motion by Neal to approve the creation of a Youth Safety Coordinator position (civilian) in the Police Department. Second by Smith. No further discussion. All ayes. Motion passes 5-0.



Wausau Police Department

Robert Mielke
Mayor

Jeffrey G. Hardel
Chief of Police

Human Resources Committee,

The Wausau PD will be seeking your input and authorization to create a permanent 0.25 FTE position starting in 2017. This position has already been created and filled on a temporary/part time basis for 2016.

Position: Youth Safety Coordinator

Employee: Recently-retired Officer (re-hired)

A recently retired Wausau PD Officer spent the vast majority of her career working as the Safety Officer. The extensive knowledge necessary to facilitate and administer youth and safety programs in our community left when the employee retired. Assigning these responsibilities to other officers was proving to be a challenge, lacking much of the requisite, unique knowledge that the employee had acquired from 20+ years working with these programs, and the city does not have officers with available time to train or gain the requisite knowledge, or to perform these tasks.

The city would no longer have an employee responsible for administering the following programs and initiatives:

- **Safety City:** This is a two-week long safety program conducted every summer for preschool-age children of Wausau schools that addresses basic safety issues, as an effort to prevent child injuries; including traffic/pedestrian safety, stranger safety, and poison, water, fire, school bus, and bicycle safety.
- **Safety Patrol:** Safety Patrol includes the scheduling and training of elementary school children as crossing guards. The program includes annual fundraising and field trips for the students crossing guards, where children volunteering as safety patrollers are provided opportunities to travel to Washington D.C. and the Wisconsin Dells. The employee would coordinate the trips and be the hands-on facilitator of the program.
- **Car Seat Installation Technician/Trainer:** The Wausau Police Department installs and inspects child car seats for families/children as a service to the community, as a proactive and preventative effort to minimize the number of child injuries/death in traffic crashes. This requires trained and qualified installers, and Master Trainers to certify the officers and Wausau PD staff.
- **Distracted Driving Simulator:** The Wausau PD has partnered with Yach's Body and Custom to purchase and facilitate community and school use of a distracted driving simulator, to bring awareness of distracted driving dangers to our citizens, especially our new teen drivers. Each time the simulator is used, Wausau PD staff is required to operate the system and instruct the attendees.



Wausau Police Department

Robert Mielke
Mayor

Jeffrey G. Hardel
Chief of Police

The retired officer is willing to work as a part-time civilian and continue with the above duties for the remainder of 2016. The Wausau PD was able to absorb that cost within their 2016 budget.

The Wausau PD is requesting authorization to create a permanent 0.25 FTE position to continue to provide these "Safety Officer" services that are desired by the community.

Thank you,

Captain Matthew Barnes

FINANCE COMMITTEE – BUDGET SESSION #2

Date and Time: Tuesday, October 4, 2016 @ 5:30 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Gehin, Kellbach

Members Excused: Nutting

Others Present: Groat, Barnes, Lang, Lindman, Jacobson, Kujawa, Mielke, Neal, Swanborg, Schock, Goede.

Discussion and possible action regarding the 2017 budget and 2017 fee schedule

Rasmussen stated at the last meeting we had a PowerPoint introduction to the budget. The departmental core budgets were based on their cost to continue operations and tonight we will review their supplemental requests.

2017 Supplemental Budget Requests: *(Link to details and narrative of requests)*

http://www.ci.wausau.wi.us/Portals/0/Departments/Finance/Documents/ALL_SUPPLEMENTAL_REQUESTS.pdf

Police Department

- Cpt. Barnes stated they are under water from a clerical standpoint and have been for quite some time. He noted we are the lowest with clerical support when looking at 26 comparable agencies in the state. In 2013 we had \$17,000 in overtime to staff just to meet deadlines for reporting; 2014 was \$34,000, and 2015 was \$23,000. He stated they will have little to no overtime if the positions are authorized. He felt if they could get two half-time positions instead of a full-time, it saves \$20,000.
- Youth Safety Coordinator, quarter-time position, manages safety patrol; car seat installation and inspections; distracted driving simulators.

FINANCE COMMITTEE

Date and Time: Tuesday, October 25, 2016 @ 5:00 pm., Council Chambers

Members Present: Rasmussen (C), Smith, Kellbach, Gehin, and Nutting (*entered at 5:09*)

Others Present: Groat, Alfonso, Kujawa, Krohn, Seubert, Schock, Mielke, and Elizabeth Field

Discussion and possible action regarding the 2017 Budget

Groat stated the last time the committee deliberated over the budget the main focus was on the supplemental budget requests and with those all included in the budget we were at a \$0.43 tax rate increase. She went back to look at savings in the existing cost-to-continue budget as well as looking at the supplemental requests to see if the tax rate could be reduced. She reviewed a spreadsheet analyzing all the funds that rely on the levy; what we started out with in the executive budget; changes in estimates in reclassifications; and supplemental funding. It was the committee's preference to fund and include all of the supplemental requests in the budget, so we tried to find alternative funding sources to minimize the financial impact. She reviewed a summary of tax rate changes in detail and indicated the revised rate is a \$0.27 increase or 2.84%.

Rasmussen commented past Councils have been really committed to holding their mill rate increase to either zero or a penny or two, and although their intentions were good, it has created a tremendous backlog of deferred maintenance and uncompleted work and now a number of those things have reached conditional critical. Once we get caught up on some of the work we should be able to plateau or find opportunities for reductions.

Groat stated the assessor has completed her work and will transmit that data to the Department of Revenue who will then establish those assessment ratios and provide us with the assessed values of the manufacturing. She was hoping to have that data in time for the public hearing.

Motion by Nutting, second by Gehin to accept the revisions and move the budget forward to Council for the public hearing. Motion carried 5-0.

ORDINANCE OF THE PLAN COMMISSION

Approving the General Development Plan at 916/918/924/940 South 17th Avenue to allow for a physical therapy center.

Committee Action: Approved 7-0

Fiscal Impact: None.

File Number: 16-1113

Date Introduced: November 22, 2016

The Common Council of the City of Wausau do ordain as follows:

Section 1. That the site of land described as follows:

*Jones School Addition Lots 6, 7 & 8, Block 1, As Described as Parcel (1) of Certified Survey Map Volume 69, Page 18 (15276) Document #1518002 Including Lot 5, Block 1 of Said Addition Excluding 17th Avenue (Street), **MORE COMMONLY KNOWN AS 916/918/924/940 SOUTH 17TH AVENUE***

now comprising a part of UDD, Unified Development District, according to the Zoning Ordinance of the City of Wausau is hereby zoned as UDD, Unified Development District, and the general development plan is approved to allow for a physical therapy center.

Section 2. This change in zoning shall be designated on the official city zoning map.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be in full force and effect from and after its date of publication.

Adopted:
Approved:
Published:
Attest:

Approved:

Robert B. Mielke, Mayor

Attest:

Toni Rayala, Clerk

PLAN COMMISSION

Time and Date: The Plan Commission met on Tuesday, November 15, 2016, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

Members Present: Mayor Mielke, Gisselman, Bohlken, Peckham, Lindman, Zahrt, Brueggeman

Others Present: Lenz, Hebert, DeSantis, Solheim, Kilinski, Betzner, Neal, Rasmussen, Wagner

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the *Wausau Daily Herald* in the proper manner.

Mayor Mielke called the meeting to order at approximately 5:00 p.m. noting that a quorum was present.

PUBLIC HEARING: Discussion and possible action on approving the General Development Plan at 916/918/924/940 South 17th Avenue to allow for a physical therapy center, in a UDD, Unified Development District. (Thorsen)

Ben Solheim, 408 North 3rd Street, and Mike Kilinski, 5909 North 39th Avenue, introduced themselves. Solheim said that the current business name is Sport and Spine Therapy Specialists and they are outgrowing their current space. Solheim said that they have not found suitable places to purchase so they moved forward by contacting Urban Construction. The project has moved forward quite quickly. Solheim said that they are also going through a rebranding or renaming of Health and Motion. Solheim said that they are looking to develop a portion and leaving another portion of the property for future tenant spaces. There aren't any current suitors at this time. Solheim said that they are looking for the approval so the project can move forward.

Hebert said that the last 3 pages of the packet need to be removed. These pages were part of a concept that is no longer being considered. A cover letter, signage plan and additional elevations were handed out at the start of the meeting. The property is currently zoned UDD and was approved in 2009 for two 3,000 square foot buildings for retail space. The property went back to the bank because the sites were not improved. The public hearing is to amend the UDD. According to the site plan, there will be access off of Rosecrans Street and 17th Avenue. The building will be a metal framed building. Kilinski said that is correct and it will have EIFS and decorative block and metal roofing. Kilinski said that he has additional info that shows site drainage and an additional manhole on the property. These plans also show that there are existing curb cuts. The southernmost curb cut on 17th Avenue will be abandoned. The additional plans were passed out to the commission members.

Lenz said that when staff reviewed this earlier, there was some confusion over the different plans. Lenz asked if there are windows on the south elevation. Kilinski answered that two windows were added on the south elevation. Lenz asked how signs are going to be located on the property and said that it appears there is a mix of signs. Solheim said that the updated signage was just finished this afternoon and passed around a copy of the signage to the commission members. Lenz said that staff may want to take a look at this more closely and do some calculations. Hebert said that some signage was already submitted. Solheim said that there were some modifications made and there is a decrease in the amount of signage. There will be a monument sign out front, consistent to what is around the area. It will have the look and feel of the Thunder Lube sign across the street. The sign face will be 150" wide by 88" tall. The total height from the ground up will be 147". Lettering will be placed on the east, south and north faces of the building. The lettering on the east face will be slightly larger.

Lindman said that with other UDD's, the commission and Council wanted to see the finished product, including the landscaping and how the utilities will be brought in. He said the general plan seems alright, but it seems that a little bit of work needs to be done before the precise plans can be approved.

Bryan Betzner, 917 South 18th Avenue, said that he lives on the block and asked if any additional property will be acquired for the project. Kilinski answered that all the vacancies just south of Time Federal will be purchased. There is the potential of new businesses going in. Betzner asked if this includes the houses. Kilinski answered that it would only be the vacant lots on the west side of 17th Avenue.

Mayor Mielke closed the public hearing.

Peckham asked if the size of the sign would be 12' tall. Solheim answered that it would be roughly 12' tall. Peckham said that he wasn't sure how that compares to the other signs in the area, but said it seems

quite large and asked if there is an acceptable range. Solheim said that it includes the base. Hebert said that the committee can make any recommendation since it's a UDD. From a zoning perspective, if it was a straight zoning district, they could exceed that height. Due to the street frontage, the overall signage could be great. Staff would recommend a monument sign and could compare it to what has been previously approved. Lenz added that the standard in the zoning code is 30' maximum for business districts, but with UDD's there is control of the site and we have been stricter. Monument signs have been favored in this area. There are signs on 17th Avenue that have been approved, but staff does not have those exact figures readily available. Solheim said that with the sign proposed, they are also planning ahead for future tenants and they wanted to minimize costs later.

Peckham asked if there is a way to give approval so that construction can begin, but have them come back for landscaping and signage. Mayor Mielke said that items 4 and 5 on the agenda (general and precise) should be separated. The general development plan could be brought forward, but discussion may be needed for the precise implementation plan. It is up to the commission on how they want to proceed.

Gisselman asked how the height compares to the Thunder Lube sign. Hebert said that they do not have the exact numbers for that sign. The grade is a little higher for Thunder Lube, but this will be a flat site.

Brueggeman asked if there is a monument sign for Time Federal. Lenz said that they try to match those types as much as possible. Hebert said that an analysis could be done and could come back to the commission next month.

Brueggeman motioned to approve the General Development Plan at 916/918/924/940 South 17th Avenue to allow for a physical therapy center, in a UDD, Unified Development District. Zahrt seconded, and the motion carried unanimously 7-0. This item will go to Common Council on November 22, 2016.

Discussion and possible action on approving the Precise Implementation Plan at 916/918/924/940 South 17th Avenue to allow for a physical therapy center, in a UDD, Unified Development District.

Mayor Mielke said that he concurs with Peckham and said he would have liked a little bit more time to review it.

Gisselman asked the petitioners what the timeline is. Solheim said that they would like to get going as soon as possible, as they are running out of decent weather. Solheim said that they would like to start at the end of November. Solheim said that a permit is applied for to start through the state. Solheim said that they will follow up with the state approved plans and landscaping plans. Mayor Mielke asked if the foundation will be started this fall. Solheim said that they would like to get the foundation in during December, construct the building in January, and do the landscaping and signage in the spring.

Peckham said that the majority of the project could be approved so they could go to next week's council meeting. Lenz said that normally it would go to the first council meeting in December. Peckham said that leaves them in a bind. Lenz said that if the commission would like, it could be sent to council next week. He said the precise plan needs to be approved before a building permit is issued. Staff could approve the signage and landscaping, as has been done in the past. Peckham said that he would be comfortable with approving this and sending it to council next week. The signage and landscaping plans can be approved at a later date.

Brueggeman said that he is in favor of moving it on to council next week and is in favor of staff reviewing and approving the landscaping, utility and signage plans, so that it is consistent with the other businesses in the area.

Brueggeman motioned to approve the Precise Implementation Plan at 916/918/924/940 South 17th Avenue to allow for a physical therapy center, in a UDD, Unified Development District and allow staff to approve the landscaping, utility and signage plans. Bohlken seconded.

Lindman said that previous developments have been sent to Council but have been brought back to the commission because they were not full plans. Lindman asked if the Council members on this commission are comfortable bringing this one forward to Council. Peckham asked if this plan has been kicked back.

Lindman said that other UDD plans have been sent back, where parts of the plans were not included. He said Common Council has been pretty clear that they want a full set of precise plans. Gisselman said that the only thing that bothers him is the sign and he would like to know a little bit more about it. Lenz and Hebert agreed that the signs could be brought back to the commission. Gisselman said he agrees to move on with that plan.

The motion carried unanimously 7-0. This item will go to the Common Council on November 22, 2016.



STAFF REPORT

TO: City of Wausau Plan Commission
FROM: Brad Lenz, City Planner
DATE: November 10, 2016

GENERAL INFORMATION

APPLICANT: Tim P. Thorsen, Sport and Spine Physical Therapy
LOCATION: 916/918/924/940 S. 17th Avenue
EXISTING ZONING: UDD, Unified Development District
REQUESTED ZONING: UDD, Unified Development District
PURPOSE: To approve the general development and precise implementation plans for a new 3,000 square foot physical therapy center.
EXISTING LAND USE: Vacant
SIZE OF PARCEL: 0.73 acres

SURROUNDING ZONING AND LAND USE:

North: UDD; Financial institution.
South: B2, Community Service District; Retail store.
East: UDD, and R2, Single Family Residence District; Office and residential.
West: R2; Residential.

(See attached Zoning Map)

ANALYSIS

From Wausau Municipal Code 23.65.040, the approval of a unified development proposal shall be based upon determination as to compliance with the following criteria:

- a) *That the proposed development is consistent with the spirit and intent of these regulations, has been prepared with competent professional advice and guidance and produces significant benefits in terms of improved environmental design to justify the application of the unified development concept;*
- b) *That the site development plan reflects sensitive consideration of the physical nature of the site with particular concern for conservation of natural features, preservation of open space and careful shaping of terrain to minimize scarring, and insures proper drainage and preservation of natural terrain wherever appropriate;*
- c) *That the general character and intensity of use of the development produces an attractive environment appropriate to the uses proposed, and is compatible with existing development in the surrounding area and with general community development plans and policies;*
- d) *That the development can be provided with appropriate municipal services and would not conflict with or cause overload on such facilities as schools, highways, police, fire or utility services;*
- e) *That proposed design standards provide adequately for practical functioning and maintenance, based on actual functional need, in terms of circulation, parking, emergency services, delivery services and snowplowing;*
- f) *That adequate provision has been made to insure proper maintenance and preservation of any common areas provided for the recreation and esthetic enhancement of the development.*

In addition to criteria for assessing unified development proposals, the plan commission shall also make a recommendation to change the zoning classification of particular property based upon the evidence presented in each of the following matters where applicable:

- (a) *Existing use of property within the general area of the property in question and the effect the proposed rezoning is likely to have on these land uses;*
- (b) *The compatibility of the land uses which would be permitted by the zone change with the existing or planned land uses within the general area of the property in question;*
- (c) *The zoning classification of property within the general area of the property in question;*
- (d) *The suitability of the property in question to the uses permitted under the existing zoning classification;*
- (e) *The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place since the day the property in question was placed in its present zoning classification;*
- (f) *Whether the proposed zone change is generally consistent with the goals, objectives and policies identified in the City of Wausau Comprehensive Plan*
- (g) *The nature and extent of the input received at the public hearing regarding the proposed zone change;*
- (h) *The precedence, if any, that approval of the requested zoning could have on similar requests made elsewhere in the city; and*
- (i) *If the property was recently annexed, the zoning classification of the property prior to annexation.*

A previously approved general development plan from 2009 for this site included two 3,000 square-foot buildings. Neither of the buildings were built and the land remains vacant. One of the uses proposed on the site included a retail clothing sales store. The site is adjacent to UDD zoning to the north, where a bank was built in 2007. Space remains on the site for a future commercial building of approximately the same size, as was outlined in the previous general development plan.

The existing use of property within the general area of the proposed project is commercial in nature, with the bank to the north, retail to the south, and office use across 17th Avenue. The trend in land use and zoning along this segment of 17th Avenue has generally been from

residential to commercial. From previous discussions regarding the zoning of the property, the proposed commercial development was seen as compatible with land uses in the general vicinity of the petitioner's property.

As traffic volume on 17th Avenue has increased, the desirability of this corridor for single family residential use has declined. The site is adequately served by streets and other public infrastructure to accommodate the proposed use.

Through the Unified Development District rezoning review and approval process, the proposed commercial development can be developed in a manner that is consistent with the goals, objectives and policies identified in the *City of Wausau Comprehensive Plan*.

The petitioners are also seeking precise implementation plan approval. A site plan and building plans are included. Staff recommends that a landscaping plan be approved by staff prior to construction.

Planning Commission Hearing
November 15, 2016

Narrative:

We currently have an accepted closing date for the properties from 916 S. 17th Ave. to 940 S. 17th Ave., Wausau, WI:

JONES SCHOOL ADD LOTS 6 7 & 8 BLK 1 DESD AS PCL (1) OF CSM VOL 69-18(15276)DOC #1518002 INCL LOT 5 BLK 1 OF SD ADD EX 17TH AVE(ST)

Address # 1 916 S 17TH AVE WAUSAU WI 54401
Address # 2 940 S 17TH AVE WAUSAU WI 54401
Address # 3 918 S 17TH AVE WAUSAU WI 54401
Address # 4 924 S 17TH AVE WAUSAU WI 54401

Currently held by a financial institution, the above had been rezoned to a UDD after plans to the commission in 2008/09 by a prior (Robin Lane Venture, LLC) owner.

We are attempting to close on the property and then begin building as soon as possible to get the footings and frost wall into the ground before freezing this fall season. We would plan function of the building for our business by March 1, and finishing of exterior masonry and asphalt in spring of 2017. Likewise, a landscaping design will be generated and then implemented in spring of 2017 to meet or exceed the UDD guidelines.

The forwarded plans are what we anticipate on the southernmost portion of the property; with the potential of adding on to it for our growing business, or placing a separate building to the north in the future.

We are working toward finalizing pricing and contractor(s) for the project. We anticipate this will be completed before the planning commission hearing on November 15, 2016. This is a general plan submission, with up to date specifics (10/31/2016) in anticipation of the hearing and approval November 15, 2016.

Thank you in advance for your cooperation in this matter, and working together to establish the type of long-term structure and business as was meant for the UDD, as well as, the function of our owner occupied premises.

Sincerely,



Tim P. Thorsen
Managing Member
Health In Motion (HIM) Holdings



**URBAN
CONSTRUCTION
COMPANY**

5909 N 39th Avenue
Wausau, WI 54401
TEL: 715-675-9425
FAX: 715-675-9781

OWNER:
Spine And Sport
Physical Therapy

LOCATION:
Wausau, WI

PROJECT:
Proposed Building

CONSULTANT:

REVISIONS:

#	Date	Description
0	1-4-2016	Original Release

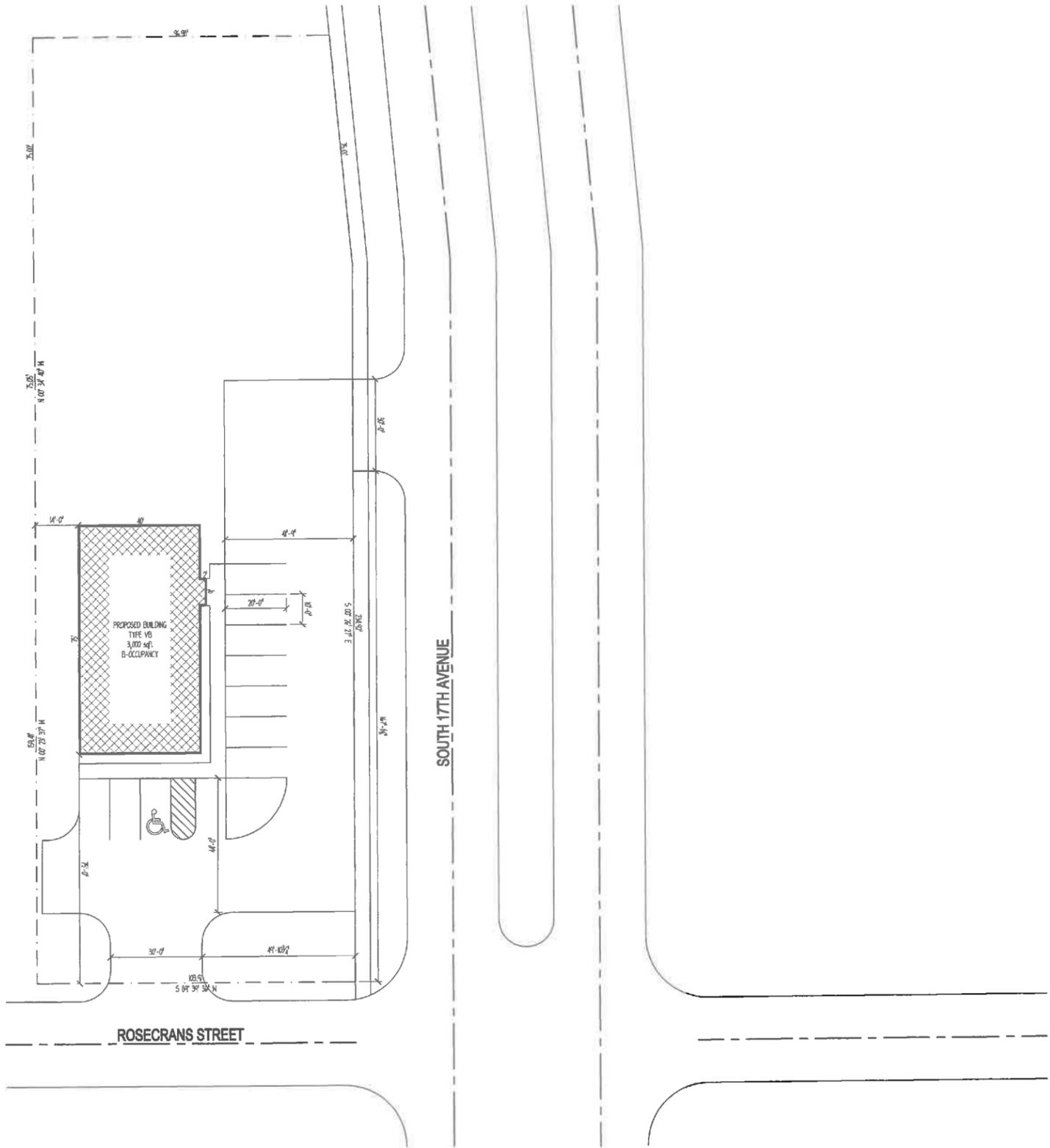
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PROJECT #: Preliminary
DRAWN BY: KW
CHECKED BY:

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PLOT DATE:
11/9/2016
2:50 PM
 Preliminary
 for Bid
 for Construction

SHEET TITLE
Site Plan 40'x75'

C101
SHEET OF



1 SITE PLAN
C101 1" = 20'-0"





**URBAN
CONSTRUCTION
COMPANY**

5909 N 39th Avenue
Wausau, WI 54401
TEL: 715-675-9425
FAX: 715-675-9781

OWNER:
**Spine And Sport
Physical Therapy**

LOCATION:
Wausau, WI
PROJECT:
Proposed Building

CONSULTANT:

REVISIONS:

#	Date	Description
0	8-4-2016	Original Release

DRAWING #: 18-723
PROJECT #: Preliminary
DRAWN BY: KH
CHECKED BY:

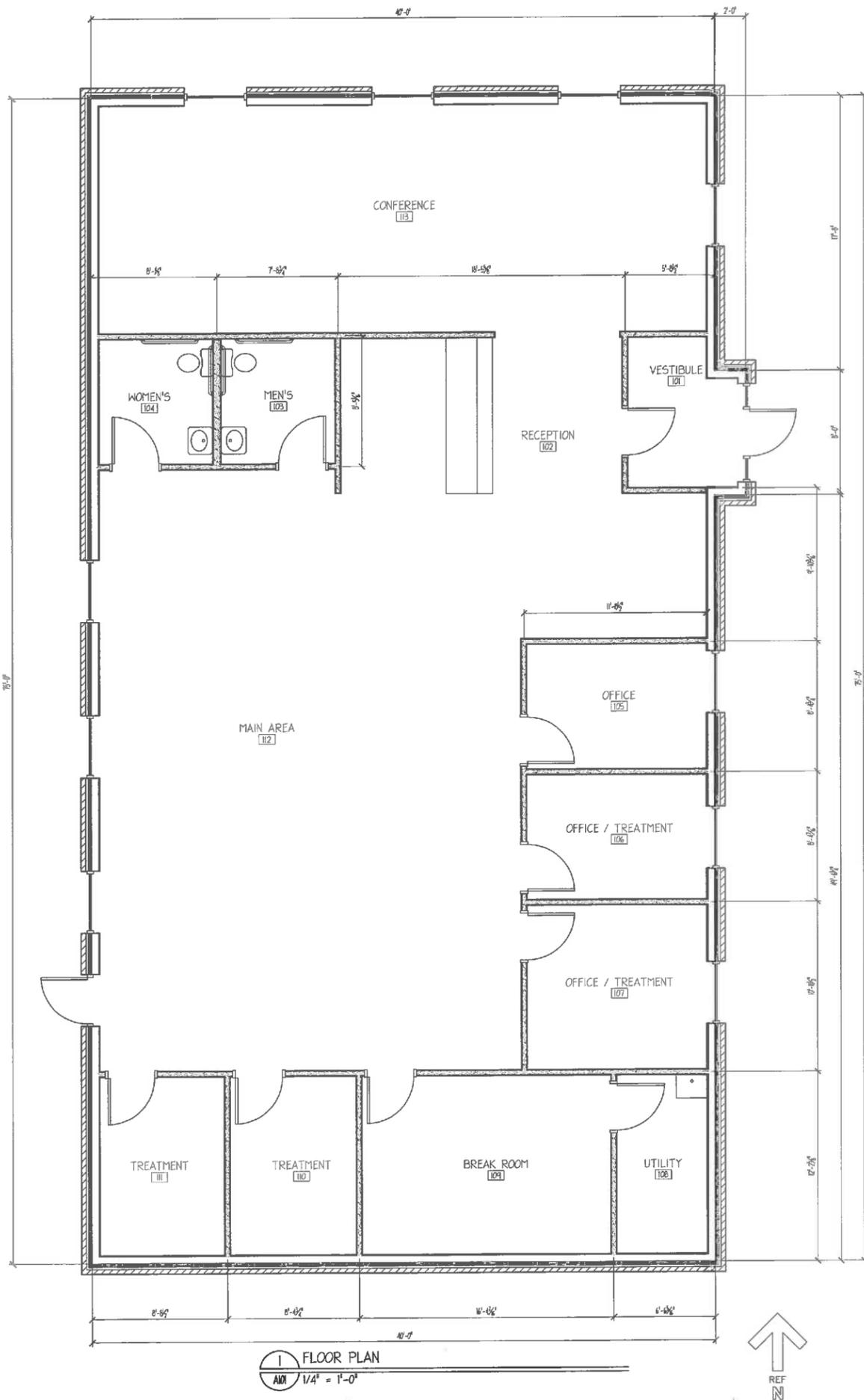
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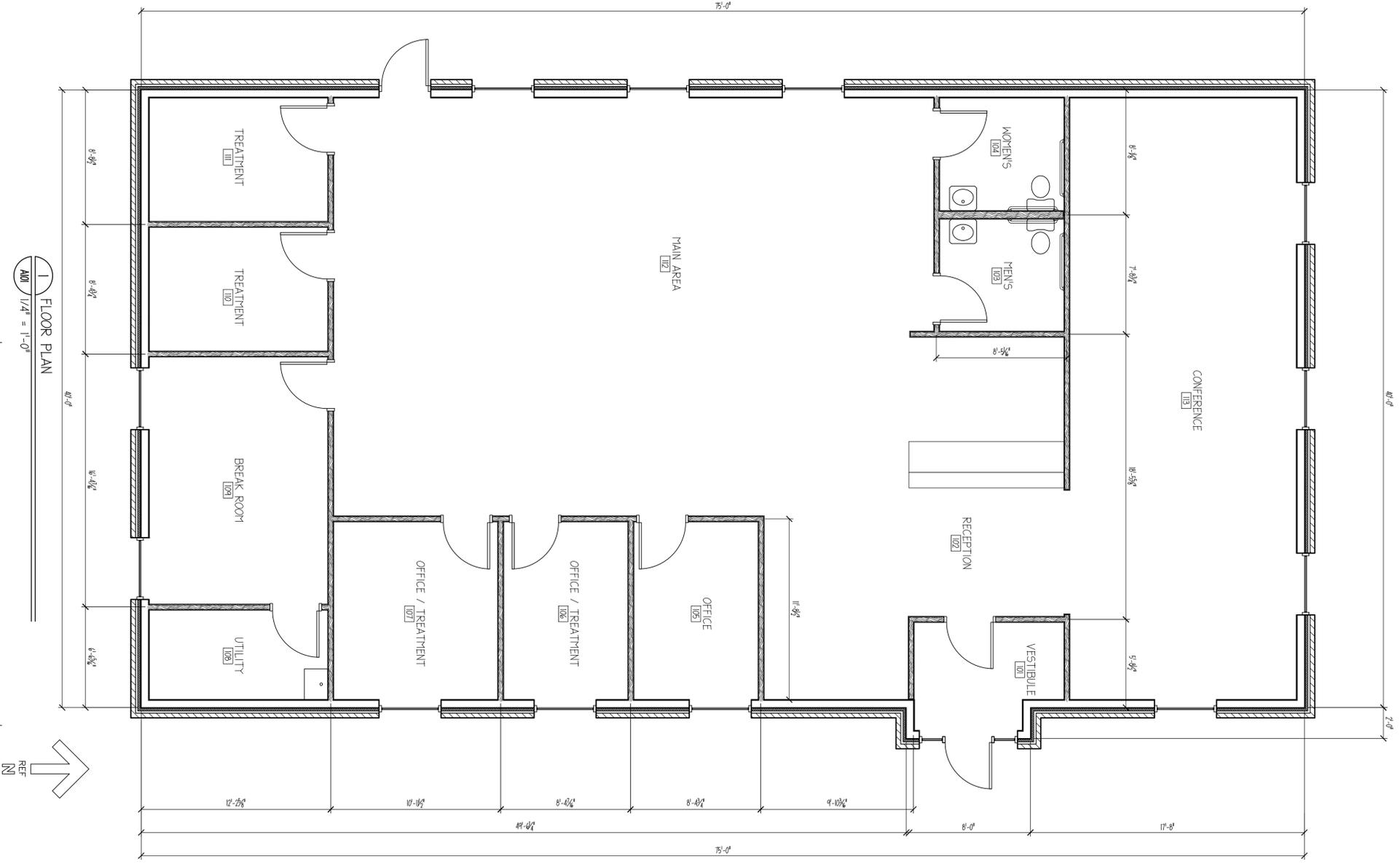
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11/9/2016
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Preliminary
 for Bid
 for Construction

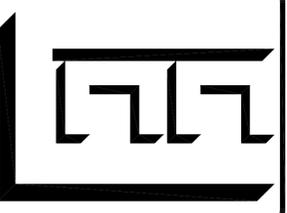
SHEET TITLE
Floor Plan 40'x75'

A101
SHEET OF





1 FLOOR PLAN
A101 1/4" = 1'-0"



**URBAN
CONSTRUCTION
COMPANY**
5909 N 39th Avenue
Wausau, WI 54401
TEL: 715-675-9425
FAX: 715-675-9781

OWNER:
**Spine And Sport
Physical Therapy**

LOCATION:
Wausau, WI
PROJECT:
Proposed Building

CONSULTANT:

REVISIONS:

#	Date	Description
0	11-9-2016	Original Release
1	11-5-2016	Add Windows to South Elevation

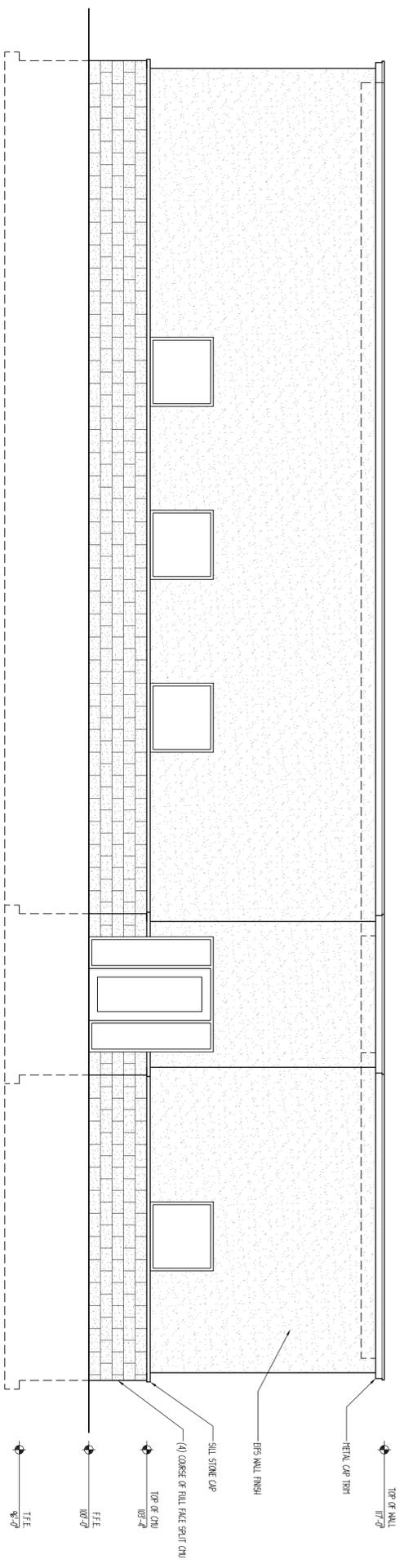
DRAWING #: 16-723
PROJECT #: Preliminary
DRAWN BY: KM
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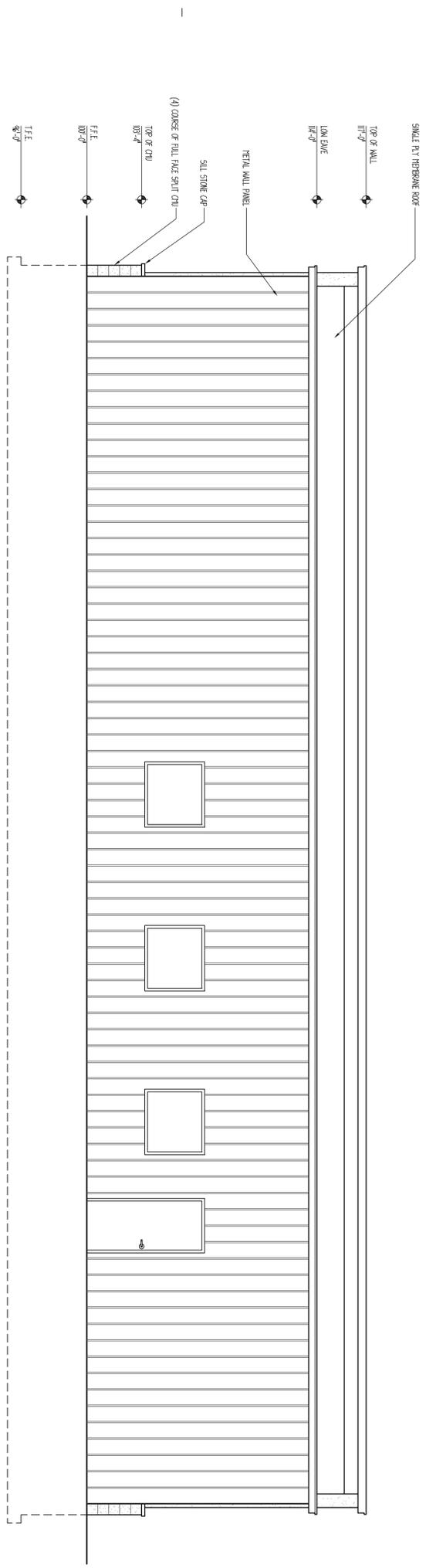
PLOT DATE:
11/15/2016 2:44 PM
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 for Bid
 for Construction

SHEET TITLE:
Floor Plan 40'x75'

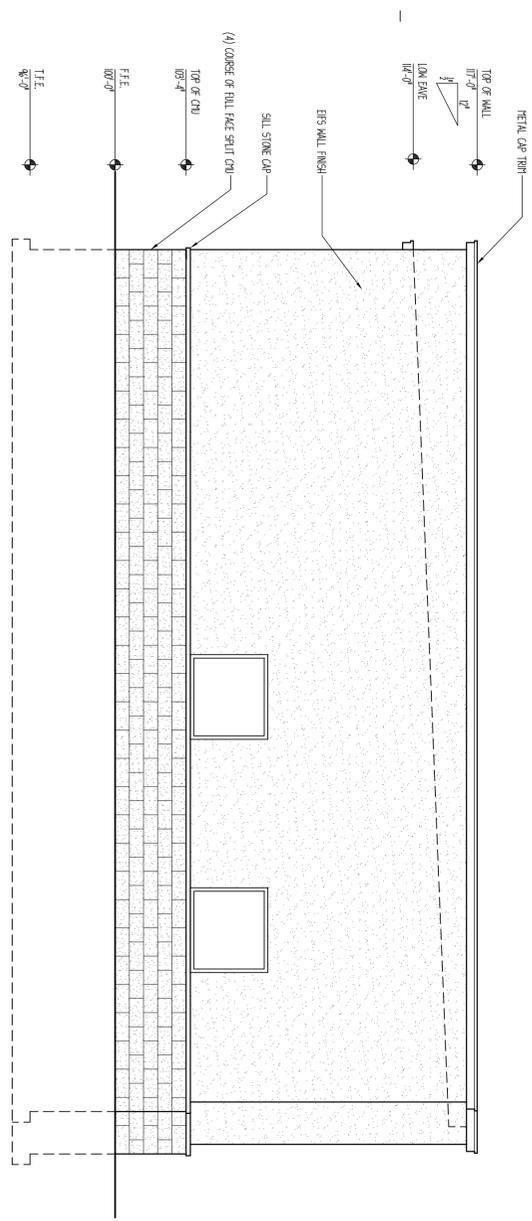
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A101
OF



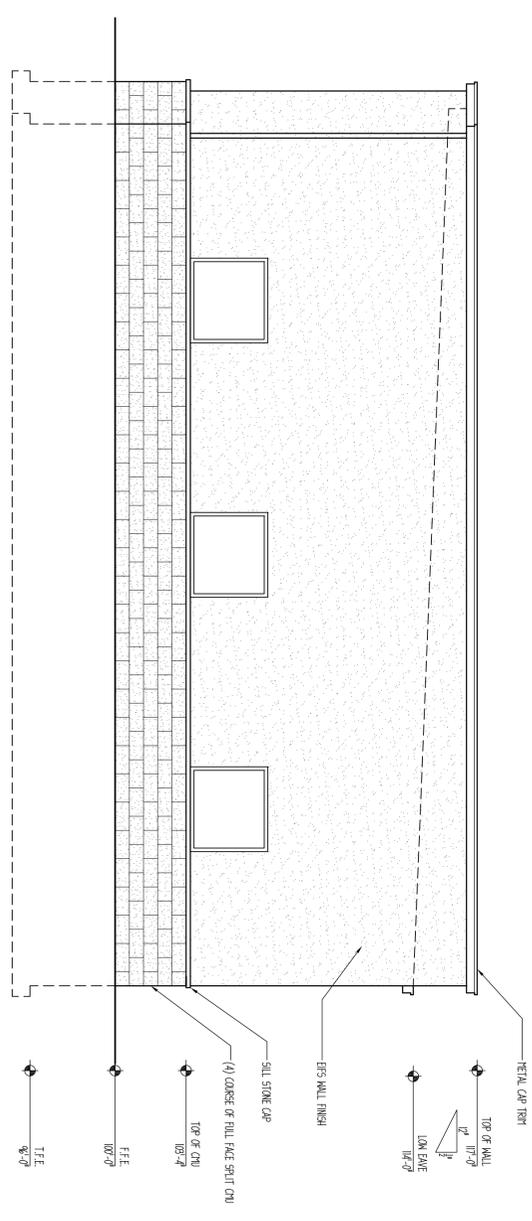
1 EAST ELEVATION
 1/4" = 1'-0"



2 WEST ELEVATION
 1/4" = 1'-0"



3 SOUTH ELEVATION
 1/4" = 1'-0"



4 NORTH ELEVATION
 1/4" = 1'-0"

URBAN CONSTRUCTION COMPANY
 5909 N 39th Avenue
 Wausau, WI 54401
 TEL: 715-675-9425
 FAX: 715-675-9781

OWNER:
**Spine And Sport
 Physical Therapy**

LOCATION:
 Wausau, WI
 PROJECT:
Proposed Building

CONSULTANT:

#	Date	Description
0	10-26-2016	Original Release
1	11-5-2016	Revised Building from 68'-0" to 75'-0" Long

REVISIONS:

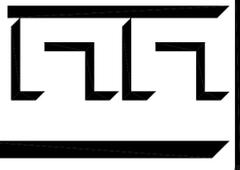
DRAWING #: 16-723
 PROJECT #: Preliminary
 DRAWN BY: DJP
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PLOT DATE:
 11/15/2016
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 Preliminary
 for Bid
 for Construction

SHEET TITLE:
Exterior Elevations

SHEET
A200
 OF



**URBAN
CONSTRUCTION
COMPANY**

5909 N 39th Avenue
Wausau, WI 54401
TEL: 715-675-9425
FAX: 715-675-9781

OWNER:
Spine And Sport
Physical Therapy

LOCATION:
Wausau, WI
PROJECT:
Proposed Building

CONSULTANT:

REVISIONS:

#	Date	Description
0	11-9-2016	Original Release
1	11-9-2016	Add Existing ADA Sign and curb Cuts

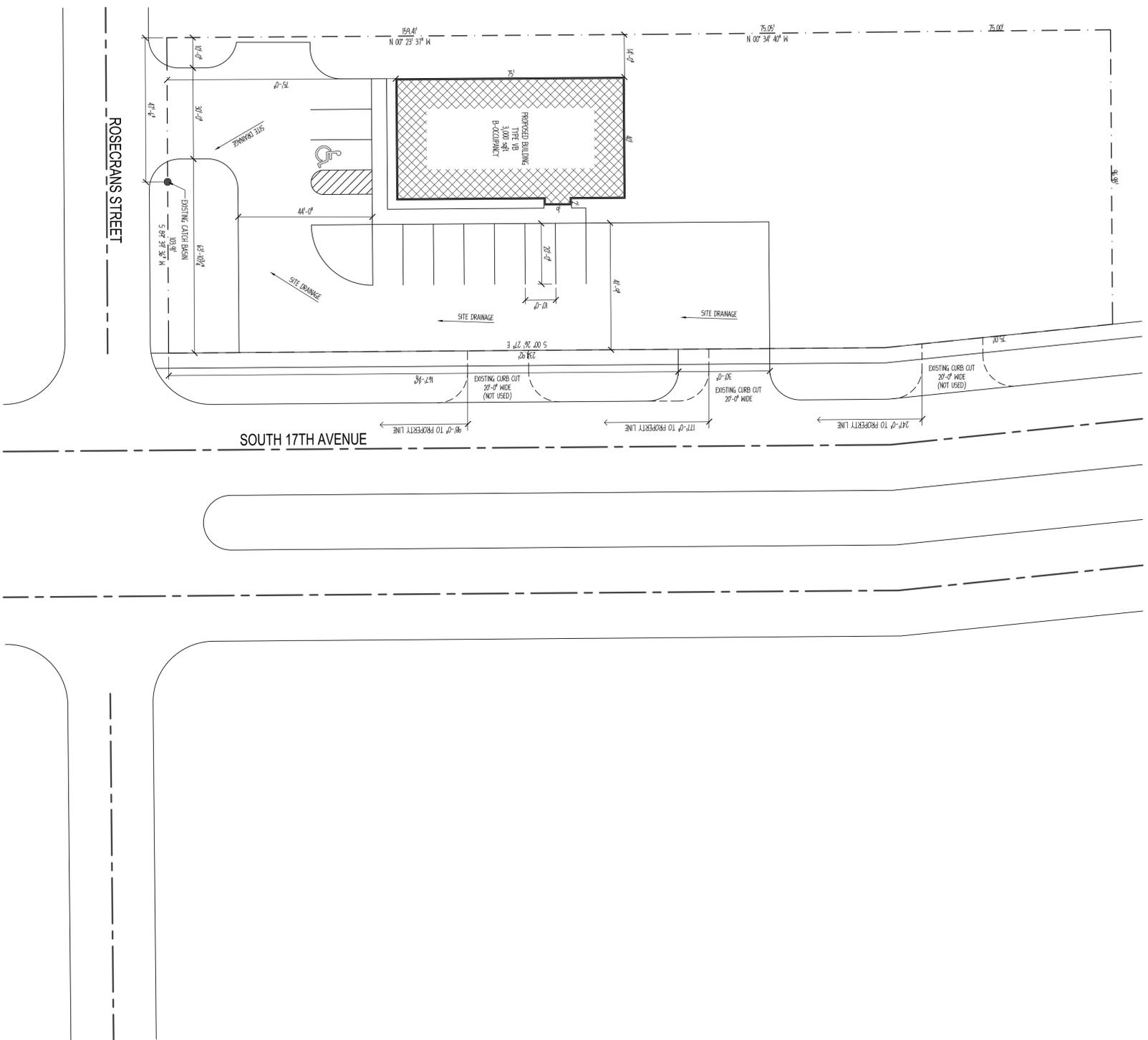
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PROJECT #: Preliminary
DRAWN BY: KM
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PLOT DATE:
11/15/2016
4:07 PM
 Preliminary
 for Bid
 for Construction

SHEET TITLE:
Site Plan 40x75'

SHEET
C101
OF



1 SITE PLAN
000 / 1" = 20'-0"



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

RESOLUTION OF THE PLAN COMMISSION

Approving the Precise Implementation Plan at 916/918/924/940 South 17th Avenue to allow for a physical therapy center.

Committee Action: Approved 7-0

Fiscal Impact: None.

File Number: 16-1113

Date Introduced: November 22, 2016

WHEREAS, the Plan Commission met on November 15, 2016 to consider a request by Tim Thorsen, Sport and Spine Physical Therapy, to approve the precise implementation plan for 916/918/924/940 South 17th Avenue to allow for a physical therapy center; and

WHEREAS, a general development plan was approved for this property in 2009 with two 3,000 square-foot buildings for retail use; and

WHEREAS, the current general development plan was approved for the construction of a single 3,000 square-foot building on the south end of the property, with room for a future commercial building to the north; and

WHEREAS, the trend of development along this stretch of 17th Avenue has been towards relatively small-scale commercial uses; and

WHEREAS, the southernmost driveway on the property will be closed to vehicular access; and

WHEREAS, the design of the building overall, including signage, is meant to complement the existing buildings in the area; and

WHEREAS, the building will be built using a metal frame, and exterior walls would a combination of brick and EIFS; and

WHEREAS, windows will adorn the south, east, and north facades of the building; now therefore

BE IT RESOLVED that the Common Council of the City of Wausau hereby approves the Precise Implementation Plan at for 916/918/924/940 South 17th Avenue to allow for a physical therapy center, with the following conditions:

1. The landscaping and utility plans are approved by staff.
2. The signage plan is brought back to the Plan Commission for approval.

Approved:

Robert B. Mielke, Mayor

RESOLUTION OF THE FINANCE COMMITTEE	
Authorizing a 2016 Budget Modification to finance the Amendment Number 1 to the 1 st Avenue Design Contract with Ayres	
Committee Action:	Pending
Fiscal Impact:	No overall increase in the budget
File Number:	15-1109
Date Introduced:	November 22, 2016

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: Budget Transfer</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$43,382</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

WHEREAS, the City of Wausau entered into an agreement with Ayres Associates Inc for the design of 1st Avenue, and

WHEREAS, the project has become more complex and requires more engineering services due to the stability of the adjoining land slope and the investigative requirements of the Wisconsin DOT, and

WHEREAS, your engineering division has negotiated a contract amendment of \$43,381.92 with Ayres Associates Inc to reflect the additional workload, and

WHEREAS, your engineering division proposes to amend the project budget to reflect the change order proposed, and

WHEREAS, your Finance Committee recommends the budget modification outlined below:

Transfer To:	Capital Projects - 1st Avenue Project	150-231598747	43,382.00
Transfer From:	Capital Projects - Other Professional Services	150-236592190	43,382.00

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the proper City official(s) be authorized and directed to modify the 2016 budget as presented above.

BE IT FURTHER RESOLVED, that the proper City Officials are hereby authorized and directed to publish the budget modification in the official newspaper as required.

Approved:

Robert B. Mielke, Mayor

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

RESOLUTION OF THE FINANCE COMMITTEE

Approving the purchase of the leasehold and associated structure at 411 Washington Street and related financing and budget modification.

Committee Action: Pending

Fiscal Impact: \$650,000 plus due diligence costs

File Number: 15-0614

Date Introduced: November 22, 2016

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: Debt Proceeds</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$650,000 plus due diligence costs</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount \$650,000 Annual Retirement \$54,678</i>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$650,000</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input checked="" type="checkbox"/> Funds on Hand <input checked="" type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

RESOLUTION

WHEREAS, the City of Wausau created Tax Increment District Number Three in an effort to redevelop Downtown Wausau and the East Riverfront and included real property assembly costs within the project plan, and

WHEREAS, the recently closed Sears store, owned by Sears Holdings Corporation, had been in operation since 1981 and is a key parcel both for the success of Downtown and the repositioning of the Wausau Center Mall, and

WHEREAS, the City of Wausau finds it strategic to control the redevelopment of this site as the overlandlord of the Wausau Center Mall and anchor parcels, and

WHEREAS, both the Economic Development and Finance Committees, and two closed sessions of the Common Council have met previously to discuss the acquisition of this important property, and

WHEREAS, on May 10, 2016, the City of Wausau issued \$4,695,000 Taxable General Obligation Community Development Bonds, Series 2016C of which \$4,100,000 of the proceeds were to be used to finance the proposed redevelopment of the closed JC Penney's location.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau, that the proper City officials are hereby authorized to execute the necessary documents to purchase the leasehold and associated structure at 411 Washington Street (known as the Sears building) for the purchase price of \$650,000, and

BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau, that the purchase and related due diligence costs and legal fees be financed by a portion of the proceeds of Taxable General Obligation Community Development Bonds, Series 2016C, and

BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau, that the proper City officials are hereby instructed to immediately initiate redevelopment activities including but not limited to the issuance of an request for proposal for redevelopment of the site and the related development of a Tax Increment Development plan or plan amendment that will support the redevelopment of the Sears parcel and Mall, and

BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau, that the proper City officials are hereby authorized and directed to amend the 2016 budget as outlined below and to publish the budget modification in the official newspaper as required.

125-225498210	Land Acquisition	\$650,000
125-225489120	Proceeds from Notes	\$650,000

Approved:

Robert B. Mielke, Mayor