

DRAFT

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

DATE/TIME: June 10, 2013 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, D. Nutting, D. Oberbeck
MEMBERS ABSENT: B. Nagle
Other Present: Mayor Tipple, P. Czarapata, M. Groat, B. Hebert, A. Jacobson, K. Kellbach
M. Loy, A. Werth, K. Winters

Approval of 5/13/2013 minutes. Motion by Nutting, second by Gisselman to approve the May 13, 2013 draft minutes. All ayes. Motion carried unanimously.

Public Comment on Matters Appearing on the Agenda. No public comment made.

HR Performance Report. Loy highlighted that two grievances have been filed this year and both are active. The first grievance was filed by the Firefighter’s Association in relation to the pay in the contract for HAZMAT; at this time the contract stipulates that there is a certain rate that anyone on the HAZMAT team receives. Because the state cut the cost of the contract, the rates were reduced proportionately within the contract, with the belief that the City has the ability to do so. The Firefighter’s Association is grieving the decision and this will be an item on the next HR Committee agenda in July. The second grievance filed is a promotional pay increase grievance within the Transit Union. The Transit Director granted the grievance.

Project Updates. Loy included all projects for review and highlighted all changes that have occurred since the last time the committee met. Loy gave a brief update on the status of the Fire Study and said that no one involved in the project from the City was aware of the plan to merge the Rib Mountain and Weston Fire Departments. Loy has been in contact with Mr. Guild, the Weston Village Administrator; Guild would like to know the outcomes of the study. Wagner asked where the City is with retooling Core Values. Loy is meeting with Fire and DPW this week and next, and will schedule City Hall last. Police is done and has decided on three Core Values. All other departments will go through the same exercise of narrowing down the Core Values. Once all departments have gone through the Core Values exercise, the results will be brought back to the group that was formed for the project. Oberbeck asked if the objective is to pick three Core Values. Loy said the intent is not to necessarily pick three, but to get the number down to a more manageable level, making them more meaningful to all employees and easier to remember. Wagner asked if each department will have their own Core Values. Loy said he has been asked that question, and would like all departments to have the same Core Values, but each department can vary in their Mission Statement and objectives.

For Introduction – Creation of Utility Locator/Property Inspector Position. Loy explained that Brad Marquardt was approached by a private contractor to do utility locates for the City of Wausau. At this time, when someone calls Digger’s Hotline for a locate, the City needs to provide locates for any water, sanitary, storm, electrical, and traffic lights within the locate and as many as 4-5 employees may be marking utilities since each department is responsible for certain locates. This is disruptive to daily operations and not efficient. One of the models to explore was hiring a private contractor to do all of the locates. In researching this, it was found that it would cost the City approximately \$70,000 based on the price given by the private contractor. In looking at other options, the idea of blending a Utility Locator position with a Property Inspector position was discussed. The reasoning behind the combination is that a Utility Locator would not have enough of a workload to justify the position by itself and it is very much a seasonal job. The need for another Property Inspector has been mentioned in the past; when the utility locates are complete, the employee would be able to help with property inspections. Also, if the Rental Licensing program goes into effect, the person could help with that additional workload. Additionally it was mentioned that City-County IT is paying someone to locate their fiber. It would be possible for this new employee to take over these locates when the contract signed expires. Lastly, at this time, the electrical locates are done by one person who is familiar with the electrical grid and no GIS map of the grid exists;

a GIS map would be created to give the new person all the information they need to perform the role of Utility Locator. Loy said Marquardt is supportive of proceeding with the request and creating a job description. Discussion took place over the duties of the position and the property inspector side of the position. Hebert explained how property complaints are received and handled by the Inspections Department. The committee would like to see a more detailed description of the position, what the position will be responsible for, and how the position will be funded. Groat mentioned that TIF 2 will be used to improve housing stock next year, and therefore some of that money could be used to fund the position initially. Loy will provide the committee with a job description for the Utility Locator/Property Inspector position, analysis of work flow in the inspections department including the number of locates that are received, and how this position will improve productivity.

Update 2013 Salary Matrix. Loy explained that the 2013 Budget provided for a 1.5% increase for all general employees, with 1% implemented on January 1st and 1% implemented on July 1st, to be consistent with the Police and Fire Unions. The HR Committee voted to implement the 1% increase on January 1st, and now is being asked to vote on the 1% increase for July 1st. The July 1st increase was not voted on prior to this time because of it being dependent on the progress of the Classification & Compensation Study and data to be received, and possible implementation costs of the new pay matrix. At this time, the study and data are not complete, and it does not appear that there will be any implementation costs associated with the new pay matrix when it goes into effect, therefore, a vote on the July 1st 1% increase for general employees is being brought to the committee. Additionally, the consultant did not feel that a 1% adjustment would impact overall alignment with the new pay scales that they are working on. Wagner commented that the salary increase was budgeted for and included in the 2013 Budget. Oberbeck had concerns over the public's view of granting the salary increase in the current economy. Loy stated that the increase has been budgeted and planned for, and it is the committee's decision on how to assign the increases that were budgeted for. Motion made by Gisselman to increase the general employee pay rates by 1% as of July 1st. Second by Nutting. All ayes. Motion passes unanimously.

Whether to Amend WMC 2.02.060 – Section Process Prior to Appointment. Loy explained that the Wausau Municipal Code Section 2.02.060 requires the HR Director to advertise all recruitments at least three times in the official city newspaper within a ten day period and also at least once in "The Municipality", a print publication of the League of Wisconsin Municipalities. In the past the City, County, and NCHC bought advertisement slots together to receive a lower rate. The advertisement slots purchased have run out, and NCHC has decided not to buy in bulk with the City and County this time. The City currently allocates \$6500 in the HR budget for advertising. Our current application tracking system provides analysis of where applicants are being referred from, and it has been discovered that most candidates are coming from online sources. The recommendation is to change the Wausau Municipal Code to give authority to the HR Director to determine the most effective advertising plan for each position that will reach the most qualified candidates. The HR Committee agreed that it makes sense to spend advertising dollars where they will be most effective. The City Attorney's office has reviewed the changes. Motion by Nutting to approve amending WMC 2.02.060 as proposed. Second by Gisselman. All ayes. Motion passes unanimously.

Discuss Recruitment Process for Paid Committee Assignments. Keene Winters asked that the Committee review how paid committee assignments are being filled by the City and determine if the current method allows interested citizens the opportunity to apply. It was determined that the only body to fall under this topic of discussion is the Board of Review, which Jacobson said is considered a separate independent quasi-judicial body which is not reviewable by the committee. Therefore, no other committees or boards fall under this discussion. Wagner continued the discussion by asking the Mayor how committee and board assignments are filled. Mayor Tipple said that he receives letters of interest to serve and also verbal recommendations. The Mayor said many people will ask what the time commitment to serve is, and after learning what is involved will decide that they are no longer interested. The Mayor said it is not easy to find people willing to serve; therefore the recruitment process is not as easy as one might think. It was discussed that putting easily accessible information on the website about committee/board assignments and how to apply may be of benefit, and also asking all of the alderpersons if they have any recommendations may help.

CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin State statutes for the purpose of considering the following: ATU Local 1168 Labor Negotiation Strategy Discussion. Motion by Nutting, second by Oberbeck to enter into closed session. All ayes. Motion carried unanimously. Committee entered into closed session.

Reconvene in Open Session, and Possible Action on Closed Session Items. No action on Closed Session items.

Future Agenda Items for Consideration. The committee did not have any recommendations for future items.

Adjourn. Motion by Gisselman to adjourn. Second by Nutting. All ayes. Motion passes unanimously. Committee adjourned.

Romey Wagner
Human Resources Committee, Chair