

**DRAFT**

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

DATE/TIME: September 9, 2013 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Board Room  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, B. Nagle, D. Nutting, D. Oberbeck  
MEMBERS ABSENT:  
Other Present: Mayor Tipple, D. Bohn, P. Czarapata, D. Erickson, M. Groat, J. Hardel,  
W. Hebert, A. Jacobson, T. Larsen, M. Loy, B. Marquardt

**Approval of 8/12/2013 minutes.** Motion by Nagle, second by Gisselman to table the approval of the August 12, 2013 draft minutes. All ayes. Motion carried unanimously.

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

**Position Ranking for 2014 Budget – Recommendation to Finance Committee.** Loy explained that this process was used last year by the HR Committee for requested positions. Loy asked the HR Committee to review and prioritize which new positions should be funded as part of the 2014 budget based on organizational need. The HR Committee recommendations will then be given to the Finance Committee for funding consideration.

Community Service Officers (2) - Police Department: Loy explained the 2 Community Service Officers requested by the Police Department would cost approximately \$10,000 (budgeting for 2 half-time positions) and work from May until September. They would integrate into the current CSO staff and would also work proactively in the community with property maintenance issues for the Inspections Department. Wager asked if they would be dealing with complaints called in or be looking at building code violations? Hebert explained that the CSO's would be only be looking for property maintenance violations and would not be dealing with housing/building code issues. Hebert would like one CSO on each side of the river to go around and look for common violations such as cars parked on yards, garbage on properties, etc. Hebert said most violations happen between the months of May and September, and if citations were written, they would more than pay for the 2 CSO positions. At this time, the minimum amount for a citation is \$114.00 with \$89.00 going directly in the City general fund. So far in 2013, 361 letters were written for exterior yard violations. A CSO would have the authority to immediately issue a citation to a property for maintenance issues. Gisselman asked if they CSO's would also have the regular duties assigned to the other CSO's. Loy explained that they would be primarily responsible for property issues, but would be able to help out with other duties in their down time. Groat said that the Blight Committee has done research as to how other communities staff for property violations, and it was found that they utilize CSO's to help with blight and property maintenance violations. Motion by Gisselman to approve the positions and recommend to Finance Committee. Second by Oberbeck. Questions about how the rest of the positions would be ranked arose. Loy suggested that the committee could vote on each position and then rank them. All ayes. Motion passes unanimously. Wager asked why the Police Department didn't participate in the conversation for these positions. Hardel said he believes that these positions fit in well with what the Community Resource Officers are already doing and will be very beneficial.

Police Officer (2) - Police Department: Hardel explained how Officer Graham and Officer Pauls have been pulled off patrol to focus solely on neighborhood issues. The officers have been very involved in blight and are not able to give sufficient focus to drug houses and nuisance properties. Additional help is needed. Hardel spoke with Gary Freels and was told that the Alexander Foundation will fund 1 Police Officer if the City matches it. The foundation would provide transitional funding over a 4-year period. Wager asked if more squads were needed. Hardel said Wausau has enough at this time. Motion made by Gisselman to approve the positions and recommend to Finance Committee. Second by Oberbeck. All ayes. Motion passes unanimously.

Utility Locator/Property Inspector - Inspections: This idea was first brought to the committee in June. Marquardt explained that options were looked at for efficiency in conducting locates for electric, water/sewer, and storm sewer. After reviewing options, it was determined that the function could be done for less money by hiring someone to do locates since it would only require a part-time employee. In talking with other departments, it was determined that this person could also help with the increased workload that the rental licensing program would create for Inspections. Therefore, the position would be half-time Utility Locator and half-time Property Inspector. Oberbeck asked why this position wouldn't be in the Water/Sewer department since that's what is being located. Marquardt explained that beside water and sewer locates, storm sewer and electrical are also done. (Nutting arrived at 4:48 p.m.) Wagner asked if this will free up a lot of time for employees. Marquardt said it will free up a lot of time for the employees to do things they normally have to put off to get locates done within the required three day deadline. Loy mentioned that this person would also be involved in doing the GIS mapping for the City's electrical since at this time it is not in the GIS system. Motion made by Oberbeck to approve the position and recommend to Finance Committee. Second by Nagle. All ayes. Motion passes unanimously.

Payroll Specialist - Finance: Groat explained that there is currently one vacancy (a 5-hour/day position) in the Finance Department. The current employee who processes payroll and maintains the financial systems, and has been implementing the time and attendance software is near retirement. Groat gave an overview of the complexity of the functions of this position with regard to payroll processing. Groat would like to take the current vacant 5-hour/day position and turn it into an 8-hour/day position that would learn payroll processing. Wagner asked how long the 5-hour position has been open. Groat said since March 2013; they have been holding the position open with hopes of being able to present this new position. Loy said there has been discussion about succession planning and also the option of outsourcing payroll was looked at. Groat explained that the communities she has talked with that have outsourced payroll have not saved any money since the staff must still spend a substantial amount of time checking over the information and making sure that everything is correct. Motion by Gisselman to approve the position and recommend to Finance Committee. Second by Nutting. All ayes. Motion passes unanimously.

Communications Coordinator - Human Resources: Loy stated that this position has been brought to the committee twice before. This position could begin as part-time and be responsible for engagement with the public and communication both internally with employees and externally with the community through all sources of media available. Motion made by Nutting to approve the position and recommend to Finance Committee. Second by Nagle. Nutting asked if this position could be combined with another position to form a full-time position. Loy said that he had not considered that before. Gisselman said he has been opposed to this position and still believes there are more pressing needs in the community. Motion passes 3-2.

After discussion of the need of the positions, the following ranking was established:

1. Payroll Specialist
2. Police Officer (2)
3. Community Service Officer (2)
4. Utility Locator/Property Inspector
5. Communications Coordinator

(Gisselman left at 5:04 p.m.)

**Presentation: WIPFLI – Compensation and Classification Study (Julie Johnson).** Loy said the project is nearing completion and the goal is to finalize the report and have it to the HR Committee members before October's meeting so that a vote can take place to approve the new pay plan and forward it to the Common Council in October. Based on the feedback after the presentation, Loy said he will begin to roll out the information to management. Loy introduced Julie Johnson from WIPFLI. Johnson gave an overview of the objectives of the compensation and classification study and walked the committee through all the steps completed during the study and how the information was gathered. Wagner asked if the salary structure presented included benefits; Johnson said the data presented does not include benefits, only the base salary. Oberbeck asked if a study has ever been done for elected officials. Loy said this could certainly be done; the information for elected officials can be pulled easily as public information and looked at by the committee in the future. No feedback

was given by the committee, therefore Loy said that he would start rolling out the information to departments, cover the final report in October, and move to Council after.

**HR Performance Report.** Wagner said he likes the new format. Because the committee did not have a chance to review the HR Performance Report and Project Updates due to hardcopies being received late and the City email being down, both of these items will be reviewed at the next meeting.

**Project Updates.**

**Future Agenda Items for Consideration.** Loy will put salary for elected officials on the next agenda per the questioned asked by Oberbeck during the presentation.

**Adjourn.** Motion by Nagle to adjourn. Second by Oberbeck. All ayes. Motion passes unanimously. Committee adjourned.

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Romey Wagner  
Human Resources Committee, Chair