

## DRAFT

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

DATE/TIME: October 14, 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, P. Czarapata, N. Giese, M. Groat,  
A. Jacobson, M. Loy, Judge M. Sauer, A. Werth

**Approval of 9/9/2013 minutes.** Motion by Nagle, second by Gisselman to approve the September 9, 2013 draft minutes. All ayes. Motion carried unanimously.

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

**HR Performance Report.** Gisselman questioned the status of the Economic Development Manager position. Loy said that the recruitment has finished and Megan Lawrence will begin on October 28<sup>th</sup>. Wagner asked if an announcement will be sent out, and Loy said that when she begins an announcement will be sent out. Wagner asked about the Parking Control Specialist recruitment and questioned why the position hasn't been filled sooner. Loy explained that due to having so many qualified candidates apply, a written test had to be administered to 70 candidates to narrow down the pool to interview, and the position is close to being filled. (Nutting arrived.)

**Project Updates.** Loy asked if the committee had any questions about the report. Wagner asked if the intern from UWSP was able to accomplish what was needed. Loy said yes, but to go further the City will need someone on a part-time basis. Wagner asked if the City could continue to use interns; Loy said that would be a good resource until a permanent solution can be found. Gisselman asked about the Fire Study; Loy said that the presentation set for October 17<sup>th</sup> is being rescheduled due to a League of Wisconsin Municipalities conference. At this time, Loy is projecting to have the presentation to the Committee of the Whole on November 7<sup>th</sup>.

**Discussion of the Municipal Judge's Term of Office.** Loy met with Judge Sauer a few weeks ago during the budget review process and discussed term limits; the judge was under the impression that he was serving a 4-year term, however, the position was advertised as a 2-year term, and that is what the current municipal code states. The state law recently changed to default the term of a municipal judge to 4 years, regardless of what the municipality set the term at, unless the charter ordinance was amended. Wagner asked if the term would automatically go to 4 years if the city did nothing to its ordinance. Jacobson advised that the ordinance should be changed since it states a 2-year term and the state statute says 4-year term; a charter ordinance can be created to allow the city to be exempt from the state statute. Loy said that a 4-year term makes sense for the position. Sauer said to his understanding and in talking with the Municipal Judges Association, he believes that his term was changed to 4-years based on when he took office and when the state statute was enacted. Wagner asked if this would be backed by the Attorney General's Office? Sauer reiterated that he believes he is serving a 4-year term based on the city ordinance being trumped by the state statute, and no city charter ordinance be created. Gisselman asked if it should be debated whether or not the city would like to have the judge serve a 2-year term. Loy said the questions to consider are if the committee wants to amend the judge position back to a 2-year term, and what to do about the current term that was advertised as a 2-year term. Gisselman made a motion to change the city ordinance to move it in conjunction with the state statute for a 4-year term beginning 2014. Motion seconded by Oberbeck. Further discussion about the current term Sauer is serving and how to proceed took place; all questions will be looked into for answers prior to council taking action. All ayes. Motion passes unanimously.

**Presentation: 2013 Risk Assessment Results – Bronze and Improvement Award Recipients.** The City of Wausau received a Bronze award and Improvement award from CVMIC for our risk management programs. Loy

gave an overview of the risk assessment project and how the city manages the practices, procedures and policies. An assessment is done every 3 years and reported to CVMIC and generates the city's training calendar for the next 3 years. The risk management program began approximately 6 years ago with Don Ryder and the city has continued to improve upon it. Loy wanted the HR Committee to understand the significance of this project, the body of work that goes into the actual assessment process every year, and the level of detail it requires. There is still room for improvement, but the city is moving forward and Loy would like the city to have a goal of receiving a Silver award next time. Gisselman asked what needs to be improved. Loy said that, as an example, ADA policies and procedures need to be updated. The addition of the EMS Division Chief has helped with risk in the Fire Department; the Police Department has purchased software that will help with their policy development; and Department of Public Works will need to continue to develop policies. The most significant improvement over the last 3 years has been with employment practice liability policies. Tipple asked if this has any effect on liability insurance rates. Loy said he believes it will have an impact on future claims. Because CVMIC is a pool of municipalities, its members receive excellent rates because of the steps they take with risk management. Gisselman asked if Department Heads are involved. The Risk Management Steering Committee, formed by departments across the city, sit down with CVMIC and discuss improvement of policy development and training. Wagner asked if the city receives a plaque. Loy said yes, and the Bronze award comes with \$1000 that can be used towards the purchase safety equipment. In the past, the money was used to help build the confined space entry simulator at DPW and also the ventilator used for the simulator. Tipple suggested a presentation at the next council meeting to help the community be aware of this accomplishment.

**Approve Health Insurance Plans for 2014.** Loy explained that currently the city offers 4 plans. Loy suggests eliminating plan #2, the HRA-Aspirus plan due to the low enrollment, plan administration duties, and documentation requirements. Approximately a dozen employees are enrolled in the plan. Motion made by Gisselman to eliminate plan #2 and keep remaining plans the same for 2014. Seconded by Nagle. All ayes. Motion passes unanimously.

**Review Elected Officials Wages for Terms Beginning on April 2014.** Loy provided the committee with salaries of other common councils in municipalities rated as class 2 cities by population (Wausau is a class 2 city), and other information such as population, if there is a mayor, city manager, city administrator, number of council members, and length of term. The data provided that the minimum annual salary for a council member is \$2400, the mid annual salary is \$5470, and the maximum annual salary from the data provided is \$9887. The annual salary for alderpersons of Wausau is \$5355 and has not changed since 2004. Before papers can be sent out on December 1<sup>st</sup>, council has to make a decision whether or not to adjust their salary. Motion made by Gisselman for no salary increase for common council, for the 2014-2016 term. Seconded by Nagle. Nutting questioned what the current rate of common council would be if it had received an annual 2-2 ½% increase. Loy calculated it would be just over \$6000, or approximately 15%. Nutting stated that he feels council members have taken on more responsibility due to the number of council members decreasing from 12 to 11 and believes that the council members are underpaid. Oberbeck shared the spreadsheet he provides Loy of the breakdown of what he does as a council member; he feels that council members provide a valuable service and should be receiving a respectable compensation that covers expenses. Discussion about elected officials and salary ensued. Nagle said he has a hard time putting a price on public service as an elected official, especially since it is a voluntary position. Nagle said he's not doing it for the money and another 2% increase isn't going to make a difference; he enjoys what he does and doesn't believe you can put a monetary value on the position. Nagle said he could be paid \$3000 and he would probably still run. Oberbeck amended the motion to go to reduce pay to \$3000. Hearing no second, the amendment died. Wagner said he didn't know that there was a salary attached to the position when he ran; he feels that all council members put in a lot of effort and time above and beyond what is minimally asked of them and will continue to receive more work, and that merits a wage increase. Loy interjected that the earliest a wage increase would be implemented is April 2014. Also, the increase can be staggered throughout the term if voted on prior. Further discussion about wages took place. Language of the motion was changed to the following to be in the affirmative: Motion made by Gisselman to maintain the current rate of pay for the City Council Alderpersons for the 2014-2016 term, commencing in April. Second by Nagle. Nutting made a motion to amend the original motion to include cost of living increases given to employees since the last increase. Second by Oberbeck. Vote on amendment 3-2 with Gisselman and Nagle dissenting. Amendment passes. Vote on motion as amended 3-2 with Gisselman and Nagle dissenting. Motion passes as amended.

**Future Agenda Items for Consideration.** Tipple asked to have a discussion about staggered terms for elected officials. Nagle would like to discuss the possibility of bringing in an outside consultant to measure how departments are performing.

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

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Romey Wagner  
Human Resources Committee, Chair