

DRAFT

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

DATE/TIME: November 11, 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:
Also Present: Mayor Tipple, D. Bohn, P. Czarapata, N. Giese, M. Groat,
A. Jacobson, M. Loy, G. Seubert, A. Werth, P. Peckham

Approval of 10/14/2013 minutes. Motion by Nutting, second by Nagle to approve the October 14, 2013 draft minutes. All ayes. Motion carried unanimously.

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

Discussion on Future Delivery of HR Performance Report and Project Updates. Loy stated that monthly reports were not included and will not be included in future packets after learning about how information should be listed on agendas during the Open Meetings Law training conducted by the Assistant Attorney General last month. Loy intended the documents as communication and transparency tools, and to give the committee an update on projects and provide key metrics on services provided to the organization. Moving forward, these reports will be completed at the end of every month and emailed to the committee for review. Loy will then include any report items suggested by committee members on the next HR Committee agenda.

Reclassification of Mechanic II to Maintenance Technician – Metro Ride. Loy explained that this request was brought forward last year and missed during the normal reclassification request period (April-June), therefore he asked the committee to consider this request now. The Mechanic II position would not be eliminated; the person in the position would be reclassified as Maintenance Technician. Loy compared the wages returned from the salary study and found that the Mechanic II position is paid at 98% of the market, and the Maintenance Technician position is paid at 104% of the market (or 4% above market). Based upon this employee's years of service and experience, Loy believes that this reclassification is appropriate and should be supported. Seubert said he has two very qualified mechanics and both should be compensated at the same rate. Motion made by Nagle to approve the reclassification of Mechanic II to Maintenance Technician. Second by Nutting. All ayes. Motion passes unanimously.

Consider Amendment of Municipal Code Section 2.04.020 – Common Council. Loy said this is a housekeeping item that was overlooked when the change was made from 12 alderpersons to 11 alderperson. Motion made by Gisselman to delete the word "twelve" and add the word "eleven" to WMC 2.04.020. Second by Oberbeck. Gisselman asked how this was overlooked and what other items have been overlooked in the Municipal Code? Discussion took place on how the codes are updated and maintained, concluding that departments with expertise in the codes have been expected to make changes and updates as needed. Gisselman made a motion to amend the language of the code to not include a number, as follows: "There shall be one city alderperson from each aldermanic district who shall be elected at the regular city election for a term of two years commencing on the third Tuesday of April in the year of his/her election." Amendment seconded by Nutting. All ayes. Vote by committee on original motion as amended. All ayes. Motion passes unanimously.

Discussion on Changes to Terms of Office for Alderpersons. This item was brought to the committee at the request of the mayor. Mayor Tipple explained that his concern has always been the possibility of having a full turnover of the council and what that would mean to the city. Mayor Tipple would like to see terms staggered so that the city is never in jeopardy of losing all of its alderpersons expertise and knowledge at one time. Loy handed out a spreadsheet document that listed cities comparable to Wausau, how many alderpersons each city has

and the length of terms for the alderpersons. Data was not collected as to whether the terms are staggered when the information was originally collected for another issue. Loy asked the committee to share their experience with how long it takes to fully perform the duties of alderperson for the City of Wausau. Wagner said that he wouldn't worry so much about the council, but rather what could happen to the committees if no one has experience or knowledge. Wagner believes it takes a long time to understand the roles of the committees and how they relate to council, and is in favor of staggered elections. The question of how to begin staggered elections ensued. Nutting brought up his concern about the cost of the elections and what staggered elections would cost the City. Groat said that local elections are held every spring. The term limit for alderperson was briefly discussed; it was agreed upon that a two year term is the most favorable. Gisselman asked how citizens would know when to vote for their alderperson. Oberbeck said the newspaper does a good job of covering elections and who's running. Nutting said most citizens do not read the newspaper. Discussion then turned to voter turn-out. Wagner said it's up to those running to get the word out. Wagner said the item on the table is whether or not staggering elections will make for a better council, not how to get people out to vote. Oberbeck asked if there is any information from cities that have made this change. Mayor Tipple said in talking with other mayors, many are surprised that Wausau doesn't have staggered terms for the alderpersons. Nagle asked the committee if term limits should be discussed. Mayor Tipple said in his experience, many alderpersons run unopposed, therefore it is not necessary to set term limits. Oberbeck said it is the decision of the public to elect or not elect people; the City does not need to impose term limits. Wagner agreed with Oberbeck. The committee agreed the decision is to have two year staggered terms for alderpersons. Further discussion took place amongst the committee members on how to move to staggered terms. Groat said that when working with the redistricting committee, she learned that there are all different ways to enact staggering, so it would be up to the City to decide. Oberbeck made a motion to have two year alderperson terms with elections happening in 2014 for 2 and 3 year terms based on even and odd districts, and a coin toss will determine if even or odd districts will serve a 2 or 3 year term. Wagner said it is important to understand that this is a one-time thing; after this everyone will return to 2-year terms. Second by Nagle. All ayes. Motion passes unanimously.

Discussion on Options for Conducting Operational Reviews of Departments. Loy explained this item was brought forward by Nagle. Loy passed around the HR strategic plan that included evaluating departments on a rotating basis. The Fire Study was brought up as a department evaluation of sorts used to answer specific questions. Loy said there are a number of different firms that could potentially perform a department review; it would be up to the committee to determine the objectives of the review and decide if they want to have it completed for the organization as a whole or for each department. Loy mentioned several studies the City has done over the past decade to look at operations in various departments. Loy passed out a handout that listed possible main objectives for an operational review and went over the objectives. Wagner asked Nagle what he would like to further discuss regarding this subject. Nagle said the council should be focused on strategy instead of operations; staff should be finding solutions to issues, not council. Nagle wants to make sure that best practices are followed and the council can concentrate on vision and strategic planning for the City. Gisselman said that council is perceived as making decisions and having power because it controls the budget. Loy wrapped up the discussion by saying he feels it is healthy for the City to get an outside perspective of its operations, and that hopefully in 2015 the City will have money in the budget to continue with the HR strategic plan.

Future Agenda Items for Consideration. Gisselman questioned a previous HR Committee meeting item regarding a police officer position funded by the Alexander Foundation, which is going before the Finance Committee tomorrow night. Nagle explained that this is not the position that is being hired for presently; this would be for another position. Gisselman also questioned the updates that were to be provided to the Alexander Foundation to justify the position. Loy will ask the Police Department for the update.

Wagner mentioned that the date for the next HR Committee meeting will be on Tuesday, December 3, 2013 at 4:30 p.m. Loy said this will be so that items discussed at the next meeting can be brought to the December 10th City Council meeting.

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

Romey Wagner
Human Resources Committee, Chair