



## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	<b>Human Resources Committee</b>
Date/Time:	<b>Monday, October 10, 2016 at 4:30 PM</b>
Location:	City Hall (407 Grant Street) – Board Room 2 <sup>nd</sup> Floor
Members:	Romey Wagner (C), Gary Gisselman, Becky McElhane, Tom Neal, Dennis Smith

### **AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)**

- 1) Approval of 09/12/16 Minutes.
- 2) Discussion and Possible Action on Recommendation of Vendor for Wage Compensation Study.
- 3) Discussion and Possible Action Approving Creation of Lab Technician Position in Wausau Water Works (1 FTE).
- 4) Discussion and Possible Action Approving Creation of Administrative Assistant II Position in Wausau Water Works (1 FTE).
- 5) Discussion and Possible Action Approving Elimination of the Senior Sewer Maintainer Position and Approving Creation of the Sewer Maintenance Supervisor Position in Wausau Water Works (1 FTE).
- 6) Discussion and Possible Action Approving Elimination of the Senior Plant Maintenance Mechanic Position and Approving Creation of the Wastewater Plant Operations Supervisor Position.
- 7) Discussion and Possible Action Approving the Creation of a Deputy Chief Position and the Elimination of a Patrol Captain Position in the Police Department.
- 8) Discussion and Possible Action Approving Creation of two (2) Administrative Positions Within the Police Department (each .5 FTE).
- 9) Discussion and Possible Action Approving Creation of a Youth Safety Coordinator Position (Civilian) in the Police Department (.25 FTE).
- 10) Discussion and Possible Action on Authorizing Research and Analysis of Options for the Provision of Assessment Services.
- 11) Future Agenda Items.
- 12) Adjournment.

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 10/06/2016 at 3:00 PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

**It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at 407 Grant Street, Wausau WI 54403 or Phone (715) 261-6620.

Other Distribution: Media, Alderperson, Mayor, Department Heads, City Departments, Union Presidents.

DRAFT

**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, T. Neal, D. Smith  
MEMBERS ABSENT: R. McElhaney  
Also Present: Mayor Mielke, J. Gehin, M. Groat, A. Jacobson, E. Krohn, E. Lindman, J. Schara, Jim Berry (AFG), Nora Hertel (Wausau Daily Herald)

**Approval of 07/11/16 Minutes.**

Motion by Neal to approve the Human Resources Committee minutes from July 11, 2016. Second by Smith. No additions or corrections recommended. All ayes. Motion passes 4-0.

**Discussion and Possible Action – Health Insurance Benefits Renewal for 2017.**

Elise Krohn said that the original increase for premiums for 2017 was 16%. Krohn worked with the City's broker, Associated Financial Group (AFG) and they were able to provide a 0% increase for premiums for 2017. The deductibles will be staying the same as last year and the co-pays are staying the same. There will be a slight shift in the co-insurance of moving from a 100/80 split to a 90/70 split for the Aspirus plan. The co-insurance for the statewide plan is moving from a 90/70 split to an 80/60 split; the caps will stay the same for out-of-pocket. Krohn said that if someone is utilizing the medical or pharmacy services, they will see a little more payment but the cap is exactly the same. Jim Berry from AFG said that employees will have the same deductible, same out-of-pocket, same drug co-pay, same office co-pays; users will pay 10% more in the system, but the out-of-pocket amount remains the same.

Motion by Gisselman to send the health insurance benefits renewal for 2017 to Finance for approval. Second by Neal. No further discussion took place. Wagner thanked Krohn and Berry for their efforts. All ayes. Motion passes 4-0.

**Discussion and Possible Action – Stand-By Pay for Senior Equipment Operators and Electricians.**

Eric Lindman said that the Human Resources Committee has approved stand-by pay in the past for Water and Wastewater Plant Operators. Wagner asked for Lindman to explain what stand-by pay is. Lindman said that it is an increase in pay for carrying a City cell phone to be on call for alarms or emergencies as the first contact. An employee would receive the pay for one week to be available 24/7 for emergencies. Neal asked for clarification on if those receiving the stand-by pay are hourly or salary. Lindman said they are hourly employees, subject to overtime, and would receive a minimum of 2 hours pay for any call. Stand-by pay is 9% of the employee's weekly wage. Lindman said that two employees at Streets who are Senior Equipment Operators rotate weekly being on-call, and they also have one Electrician on-call; these positions were not included when stand-by pay was approved for the Water and Wastewater Plant Operators. Wagner asked if stand-by pay was approved by Council for Water and Wastewater; Krohn said yes. Gisselman asked how the on-call employees are being handled now; Lindman said that they are on-call but not receiving the 9% stand-by pay. Gisselman questioned how this will be funded; Lindman explained that he has savings in the operational budgets that can be used to cover the cost for the remainder of 2016. Groat said a budget modification would be needed to move the money between accounts.

Motion by Neal to approve stand-by pay for Senior Equipment Operators. Second by Smith. No further discussion to place. All ayes. Motion passes 4-0.

Motion by Neal to approve stand-by pay for Electricians. Second by Smith. Wagner asked if this was to be retroactive or after Council approves. Lindman said it will be effective once Council approves it. Gisselman

asked if there are any other positions in this situation that need to be looked at; Lindman said that the Senior Equipment Operator and Electrician positions were the last ones that needed to be looked at in his department. All ayes. Motion passes 4-0.

**Update on Recruitments – City Assessor, Human Resources Director, Community Development Director.**

Krohn said that the City Assessor position is close on 9/18 and it is the second posting for this position. The Human Resources Director position closed on 9/11, and the Community Development Director position will be posted this week and run for one month. Wagner asked what description was used for the Community Development Director position; the Mayor stated that the position was left the same, however, in a couple of years funding may change the role of the position. Wagner asked if there is a timeline for getting a Human Resources Director in place; the Mayor said that he would like to have the position filled within a month and a half.

**Future Agenda Items.**

Wagner would like an update on City Assessor, Human Resources Director, and Community Development Director recruitments. Alderman Gehin would like utility jobs to be brought forward. Gisselman would like to see the Employee Handbook brought forward. Neal would like to discuss a survey of the workforce. A grievance from Metro Ride needs to be brought forward also.

**Adjournment.** Motion by Neal to adjourn. Second by Smith. All ayes. Motion passes 4-0. Meeting adjourned.

---

Romey Wagner  
Human Resources Committee, Chair

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

<b>RESOLUTION OF THE FINANCE &amp; HUMAN RESOURCES COMMITTEE</b>	
Approving Creation of Lab Technician Position in Wausau Water Works (1 FTE)	
Committee Action:	
Fiscal Impact:                 \$81,574 to include Salary and Benefits for 2017	
<b>File Number:</b>	<b>Date Introduced:</b>

FISCAL IMPACT SUMMARY			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Included in 2017 Utility Operating Budget</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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 <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

**RESOLUTION**

**WHEREAS**, the Sewer Utility employees a part time intern to complete wastewater lab sampling and testing; and

**WHEREAS**, with the intern working part time, sampling and testing scheduling becomes inconvenient and inconsistent; and

**WHEREAS**, significant time and resources are required with training and monitoring each time a new intern is hired; and

**WHEREAS**, the Sewer Utility has demonstrated the need for a full time lab technician position; and

**WHEREAS**, the Wausau Water Works Commission has considered and supports the recommendation to create a full time Lab Technician position; and

**WHEREAS**, the Wausau Water Works Commission has included the cost of this full time Sewer Maintenance Supervisor position in the 2017 operating budget; and

**WHEREAS**, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to create a full time Lab Technician position in the Sewer Utility; and

**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 Lab Technician position as a full time employee.

Approved:

\_\_\_\_\_  
Robert B. Mielke, Mayor



September 15, 2016

---

## ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee  
Robert Mielke, Mayor

FROM: Eric Lindman, Director of Public Works & Utilities

RE: Consideration of creating a Lab Technician position in the Sewer Department

---

**Issue:** Whether to create a full-time Lab Technician position in the Sewer Department.

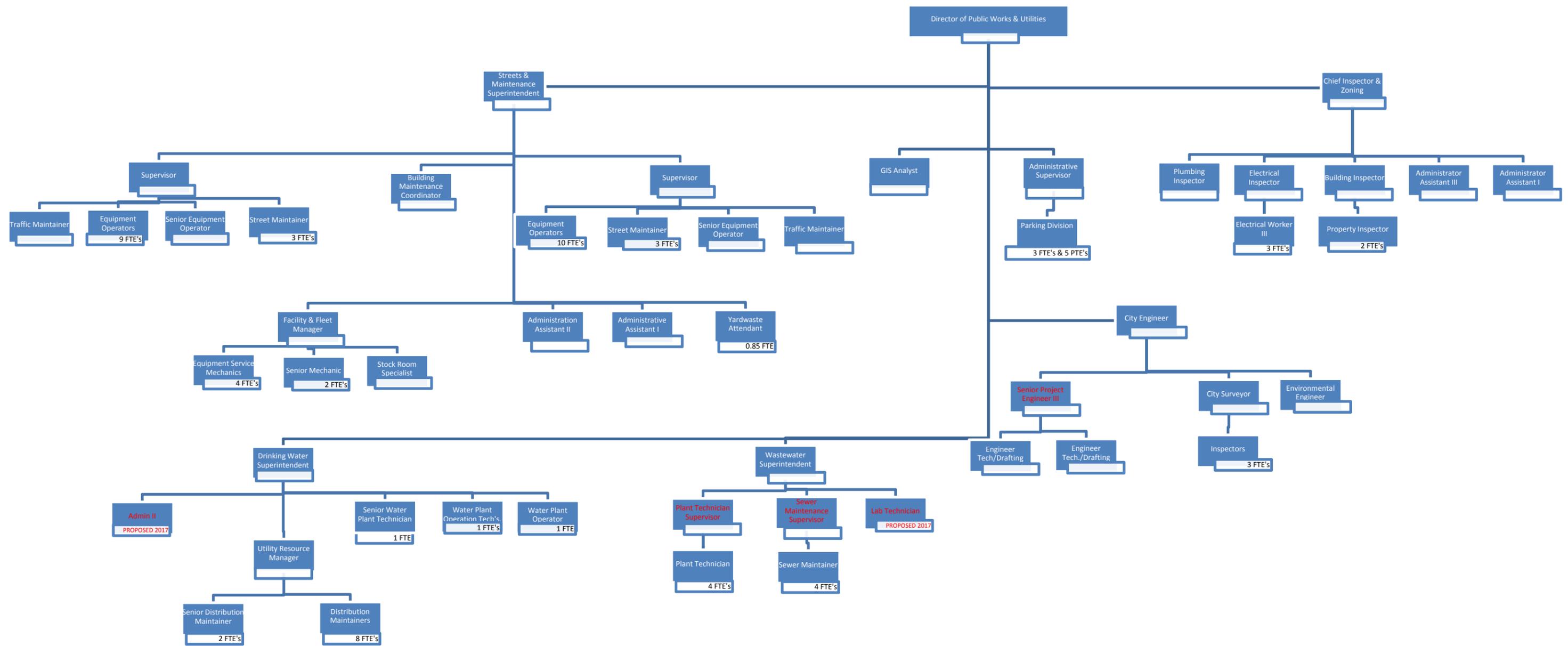
**Background:** Below are some highlighted benefits to the City once this position is put in place:

1. Currently the wastewater utility hires interns to complete their lab sampling and testing. These interns only work part time; therefore, the sampling and testing is not always convenient or consistent.
2. Each intern that is hired needs to be trained and monitored, which requires significant time and resources each time a new intern is hired. The interns also do not necessarily have a full understanding of the plant operation which makes troubleshooting and recommendations more challenging.
3. The interns also do not complete or fill out any of our regulatory reporting documents, this is left up to the Superintendent which is quite time intensive.
4. This position would prepare and monitor the schedule for all required sampling throughout the year and complete any additional sampling as needed to ensure efficient operation of the plant.
5. Position would assist and document flow monitoring, chemical dosage rates, and influent and compare influent/effluent testing results.
6. This position would not only do all of the testing but would also be responsible for completing the required regulatory forms for review by the Superintendent prior to filing with the DNR.
7. Having a full time lab technician may also allow for us to do additional testing in the future and possibly conduct testing for other entities, which may become a revenue stream.
8. Creating this position within the organization allows for the Superintendent to focus on and manage the plant operations more closely. It also creates additional structure within the organization which will increase efficiencies in the required regulatory reporting.

**Financial Impact:** Salary and benefits would add to the base \$81,574 in 2017. There will be a cost reduction by not having to hire interns, which is estimated to be approximately \$22,000.

**Recommendation:** Based on the needs stated above and as approved by the Utility Commission, it is recommended to create a full time Lab Technician position for the Wastewater Utility.

**Motion Sought:** To recommend the City Council approve the creation of a Lab Technician for the Wastewater Utility.



See Item 5 related to  
Organizational Chart revision



### Minutes of August 2, 2016

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on August 2, 2016. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on July 29, 2016.

1) **Roll Call**

Members present: Commissioners Abitz, Force, Gehin, and Rebman.

Others present: Eric Lindman, Scott Boers, Cheryl Sell, Dave Erickson, Valerie Swanborg, Tonia Speener, Clark Dietz; Ken Ligman, Becher Hoppe; Steve Schultz, Becher Hoppe.

2) **Approve Minutes of the June 29, 2016 meeting**

Motion by Rebman to approve the minutes of the June 29, 2016 meeting. Seconded by Force. Motion carried unanimously 4-0.

3) **Director's Report on Utility Operations**

Since the Director's Report is reviewed by the Commission members prior to the meeting, the Commission agreed by consensus to forego the reading of the report and ask questions on any items.

Lindman introduced Cheryl Sell, who started as the Utility Resource Manager on July 11. Sell noted that for 16 years she was the head water operator in Oconto Falls where she did things such as operating valves and hydrants, assisted the manager, bid projects, PCS reports, and monthly data reporting for water and wastewater.

Abitz questioned if there were issues with only one high service pump or if work would be completed on all the high service pumps. Boers replied eventually work will be completed on all, but only on High Service Pump #1 this year. The bearings on both the motor and pump needed repair. It was cheaper to rebuild the pump and supply a new motor. The energy savings from the new motor will probably pay for the motor within three years. All six pumps are from 1964.

Boers explained that a computer is set up in the lab to keep track of the data for reporting to the DNR. There were hard drive issues with this system and the SCADA system has been down for approximately three weeks. The computer and software are being replaced and he hopes to be able to retrieve the data. Boers hopes to have the system running next month. He noted this work is independent of the IT Department and the existing software is from 1999.

Boers indicated that uni-directional flushing began yesterday and he will provide a report next month.

Force questioned where the sewer lining project is taking place. Erickson said this project is in various areas and he could provide exact locations to Force.

Force questioned the estimated cost regarding the North Secondary Digester. Erickson replied the cost will depend upon what is done. Estimates range from \$1 million for replacement of the cover down to zero to put back in service as is. At this point staff is trying to determine what path to take. \$7,000 has been spent on patching holes. One idea is to put it back in service and plan to replace the cover in the near future. The other idea is to complete some sandblasting and painting

to see if we could hold off on replacement. Ligman explained that when the South Secondary Digester was down, it was inspected and found in good shape. It was a surprise to find issues in the North Secondary Digester. As repairs were completed more sections were found to need repair. The inspector is coming back to provide an educated opinion on what to do and for what costs.

Motion by Rebman to approve the Director's Report as presented and place on file. Seconded by Abitz. Motion carried unanimously 4-0.

**4) Make recommendation for the purchase of a 66,000 GVWR Tandem Dump Truck chassis. (Proposals were opened by the Board of Public Works on July 12, 2016.)**

Boers stated that after comparing the proposals it was found that Wisconsin Kenworth was the only chassis that met spec. The Sewer Utility has had two of these trucks in service for over 10 years with no issues. Mark Hanson, DPW Fleet Manager, had indicated that these particular trucks have the lowest cost per mile to operate and maintain. Boers believes the extra cost is worth it due to the proven track record. Force noted that since the City has these units, staff is familiar with servicing Kenworth trucks. Abitz asked if other trucks would be replaced. Boers replied the Water Department has two trucks. This would replace a truck purchased in 1989. Lindman added that the cost of the chassis falls within budget.

Abitz moved to accept the proposal from Wisconsin Kenworth in the amount of \$103,840. Seconded by Rebman. Motion carried unanimously 4-0.

**5) Discussion and possible action on the proposed revised organizational chart for the Water and Sewer Utility.**

Lindman has been working on this with Human Resources since last summer. HR currently has a RFP out to hire a consultant to review all positions within the City for classifications and wages. Lindman has been working with staff on the organizational chart so that services provided can be maintained efficiently. Two new positions are proposed; a full-time lab tech for Wastewater and an Administrative position for Water.

Abitz noted that the lab tech who was present when she toured the plant was a college intern. She asked if we would be going strictly through the college to hire this position. Erickson explained that he has been using interns from Stevens Point; however, every six months he has to start over with a new intern. He would like to hire a full-time position to avoid this. Abitz asked if an intern would still be hired if a full-time position is on staff. Erickson replied that would be a budget issue. He is hoping to get a full-time position first and if budget allows have an intern during the summer. Abitz questioned the cost of the position. Lindman researched the position and found the pay for lab technicians ranges depending upon what type of testing they do and job duties. The position ranged from \$30,000 to \$52,000. This is not currently budgeted for. A job description has been drafted and would have to be approved by the Human Resource Committee and then budgeted for 2017.

Lindman explained the Administrative position would handle the clerical items, such as tracking data for regulations, purchase orders, and be a liaison for Finance. This position would also have to be approved by the Human Resource Committee and budgeted for 2017.

Abitz moved to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and directed staff to move this forward to HR. Seconded by Rebman.

Gehin stated that over the years the water plant and the wastewater plant have been automated, along with meter reading. At one time there were over 50 employees and now it is down to approximately 30. Over the years we have been very frugal and asking for these positions makes a lot of sense.

There being a motion and a second, motion to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and direct staff to move this forward to HR carried unanimously 4-0.

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

<b>RESOLUTION OF THE FINANCE &amp; HUMAN RESOURCES COMMITTEE</b>	
Approving Creation of Administrative Assistant II Position in Wausau Water Works (1 FTE)	
Committee Action:	
Fiscal Impact:                   \$65,928 in Salary and benefits for 2017	
File Number:	Date Introduced:

FISCAL IMPACT SUMMARY			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Included in 2017 Utility operating budget</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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**, Wausau Water Works has demonstrated the need for the position; and

**WHEREAS**, the Wausau Water Works Commission has considered and supports the recommendation to create this full time Administrative Assistant II position; and

**WHEREAS**, the Wausau Water Works Commission has included the cost of this full time Administrative Assistant II position in the 2017 operating budget; and

**WHEREAS**, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to create the full time Administrative position in Wausau Water Works; and

**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 Administrative Assistant II position as a full time employee.

Approved:


---

Robert B. Mielke, Mayor



September 15, 2016

## ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee  
Robert Mielke, Mayor

FROM: Eric Lindman, Director of Public Works & Utilities

RE: Consideration of creating an Administrative Assistant II position in the Water Utility

**Issue:** Whether to create a full-time Administrative Assistant II position in Wausau Water Works as recommended by the Wausau Water Works Commission.

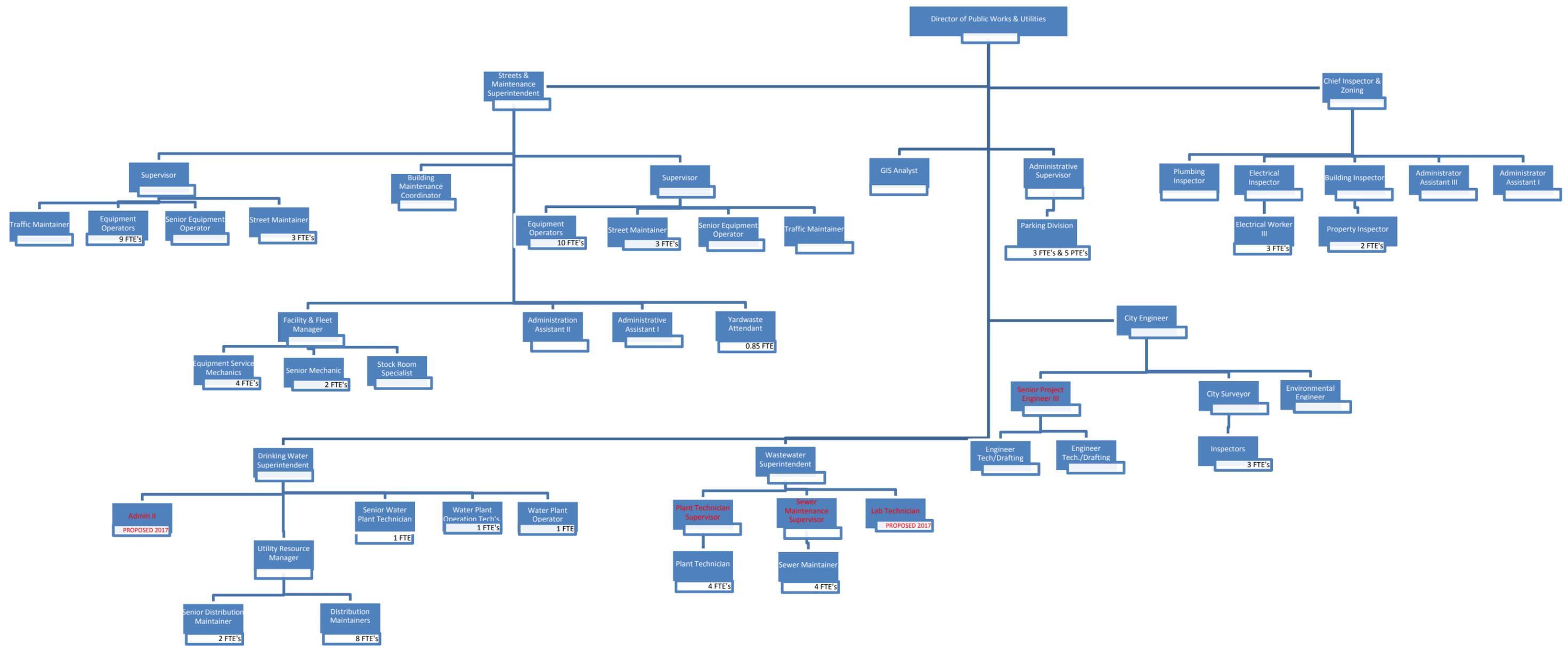
**Background:** Below are some highlighted benefits to the City once this position is put in place:

1. Currently the Water Utility continues to fall behind on their filing of monitoring documentation. These documents are to be maintained throughout the year as they are the basis for the PSC annual filing. These include required testing documentation, contract/cost administration and general assistance with maintaining regulatory requirements and scheduling.
2. This position would be responsible for ensuring proper documentation is filed and maintained for year-end reporting, it would be responsible for maintaining maintenance logs prepared by the technicians, responsible for preparing and completing the newsletter for review, establishing and maintaining an operational filing system within the utility, ensuring public correspondence is timely and placed on file.
3. This position would be responsible for preparing the monthly Wausau Waterworks Commission packet, recording meeting minutes, and properly filing/archiving this information.
4. Once established this position would be expected to monitor and handle all notices to the public regarding work orders, track the water meter replacement scheduling, maintain documentation related to the private well program, and take over the documentation related to the cross connection control program notices once the Utility's contract with their consultant is complete.
5. This position will assist with creating PO requests, monitoring operating budgets, advertising RFP's and other services as needed by the Water Utility to more efficiently run their day to day operations.

**Financial Impact:** Salary and benefits would add to the base \$65,928 in 2017.

**Recommendation:** Based on the needs stated above and as approved by the Wausau Water Works Commission, it is recommended to create a full time Administrative Assistant II position for Wausau Water Works. Wausau Water Works Commission has included the cost of this full time Administrative Assistant II position in the 2017 operating budget.

**Motion Sought:** To recommend the City Council approve the creation of an Administrative Assistant II position for the Water and Wastewater Utility.



See Item 5 related to  
Organizational Chart revision



### Minutes of August 2, 2016

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on August 2, 2016. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on July 29, 2016.

1) **Roll Call**

Members present: Commissioners Abitz, Force, Gehin, and Rebman.

Others present: Eric Lindman, Scott Boers, Cheryl Sell, Dave Erickson, Valerie Swanborg, Tonia Speener, Clark Dietz; Ken Ligman, Becher Hoppe; Steve Schultz, Becher Hoppe.

2) **Approve Minutes of the June 29, 2016 meeting**

Motion by Rebman to approve the minutes of the June 29, 2016 meeting. Seconded by Force. Motion carried unanimously 4-0.

3) **Director's Report on Utility Operations**

Since the Director's Report is reviewed by the Commission members prior to the meeting, the Commission agreed by consensus to forego the reading of the report and ask questions on any items.

Lindman introduced Cheryl Sell, who started as the Utility Resource Manager on July 11. Sell noted that for 16 years she was the head water operator in Oconto Falls where she did things such as operating valves and hydrants, assisted the manager, bid projects, PCS reports, and monthly data reporting for water and wastewater.

Abitz questioned if there were issues with only one high service pump or if work would be completed on all the high service pumps. Boers replied eventually work will be completed on all, but only on High Service Pump #1 this year. The bearings on both the motor and pump needed repair. It was cheaper to rebuild the pump and supply a new motor. The energy savings from the new motor will probably pay for the motor within three years. All six pumps are from 1964.

Boers explained that a computer is set up in the lab to keep track of the data for reporting to the DNR. There were hard drive issues with this system and the SCADA system has been down for approximately three weeks. The computer and software are being replaced and he hopes to be able to retrieve the data. Boers hopes to have the system running next month. He noted this work is independent of the IT Department and the existing software is from 1999.

Boers indicated that uni-directional flushing began yesterday and he will provide a report next month.

Force questioned where the sewer lining project is taking place. Erickson said this project is in various areas and he could provide exact locations to Force.

Force questioned the estimated cost regarding the North Secondary Digester. Erickson replied the cost will depend upon what is done. Estimates range from \$1 million for replacement of the cover down to zero to put back in service as is. At this point staff is trying to determine what path to take. \$7,000 has been spent on patching holes. One idea is to put it back in service and plan to replace the cover in the near future. The other idea is to complete some sandblasting and painting

to see if we could hold off on replacement. Ligman explained that when the South Secondary Digester was down, it was inspected and found in good shape. It was a surprise to find issues in the North Secondary Digester. As repairs were completed more sections were found to need repair. The inspector is coming back to provide an educated opinion on what to do and for what costs.

Motion by Rebman to approve the Director's Report as presented and place on file. Seconded by Abitz. Motion carried unanimously 4-0.

**4) Make recommendation for the purchase of a 66,000 GVWR Tandem Dump Truck chassis. (Proposals were opened by the Board of Public Works on July 12, 2016.)**

Boers stated that after comparing the proposals it was found that Wisconsin Kenworth was the only chassis that met spec. The Sewer Utility has had two of these trucks in service for over 10 years with no issues. Mark Hanson, DPW Fleet Manager, had indicated that these particular trucks have the lowest cost per mile to operate and maintain. Boers believes the extra cost is worth it due to the proven track record. Force noted that since the City has these units, staff is familiar with servicing Kenworth trucks. Abitz asked if other trucks would be replaced. Boers replied the Water Department has two trucks. This would replace a truck purchased in 1989. Lindman added that the cost of the chassis falls within budget.

Abitz moved to accept the proposal from Wisconsin Kenworth in the amount of \$103,840. Seconded by Rebman. Motion carried unanimously 4-0.

**5) Discussion and possible action on the proposed revised organizational chart for the Water and Sewer Utility.**

Lindman has been working on this with Human Resources since last summer. HR currently has a RFP out to hire a consultant to review all positions within the City for classifications and wages. Lindman has been working with staff on the organizational chart so that services provided can be maintained efficiently. Two new positions are proposed; a full-time lab tech for Wastewater and an Administrative position for Water.

Abitz noted that the lab tech who was present when she toured the plant was a college intern. She asked if we would be going strictly through the college to hire this position. Erickson explained that he has been using interns from Stevens Point; however, every six months he has to start over with a new intern. He would like to hire a full-time position to avoid this. Abitz asked if an intern would still be hired if a full-time position is on staff. Erickson replied that would be a budget issue. He is hoping to get a full-time position first and if budget allows have an intern during the summer. Abitz questioned the cost of the position. Lindman researched the position and found the pay for lab technicians ranges depending upon what type of testing they do and job duties. The position ranged from \$30,000 to \$52,000. This is not currently budgeted for. A job description has been drafted and would have to be approved by the Human Resource Committee and then budgeted for 2017.

Lindman explained the Administrative position would handle the clerical items, such as tracking data for regulations, purchase orders, and be a liaison for Finance. This position would also have to be approved by the Human Resource Committee and budgeted for 2017.

Abitz moved to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and directed staff to move this forward to HR. Seconded by Rebman.

Gehin stated that over the years the water plant and the wastewater plant have been automated, along with meter reading. At one time there were over 50 employees and now it is down to approximately 30. Over the years we have been very frugal and asking for these positions makes a lot of sense.

There being a motion and a second, motion to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and direct staff to move this forward to HR carried unanimously 4-0.

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

<b>RESOLUTION OF THE FINANCE &amp; HUMAN RESOURCES COMMITTEE</b>	
Approving elimination of the Senior Sewer Maintainer position and approving creation of the Sewer Maintenance Supervisor position in Wausau Water Works (1 FTE)	
Committee Action:	
Fiscal Impact:	Increase of \$6,216.70 for 2017
<b>File Number:</b>	<b>Date Introduced:</b>

FISCAL IMPACT SUMMARY			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Included in 2017 Utility operating budget</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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> <span style="float:right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input 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>		

**RESOLUTION**

**WHEREAS**, over the past several years additional regulatory and monitoring requirements has placed additional responsibilities on the Superintendent requiring additional time and taking away from his supervising responsibilities; and

**WHEREAS**, the Senior Sewer Maintainer position, since its inception, has had to take on supervisory and additional management responsibilities which has been an accretion of duties; and

**WHEREAS**, the Wausau Water Works Commission has considered and supports eliminating the Senior Sewer Maintainer position and creating a Sewer Maintenance Supervisor position to improve and disperse the workload among other employees within the wastewater utility; and

**WHEREAS**, eliminating the Senior Sewer Maintainer position and creating a Sewer Maintenance Supervisor position will improve the structure of the Department's organization; and

**WHEREAS**, the Wausau Water Works Commission has included the cost of this full time Sewer Maintenance Supervisor position in the 2017 operating budget; and

**WHEREAS**, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to eliminate the Senior Sewer Maintainer and create a Sewer Maintenance Supervisor at Pay Grade 9; and

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the Senior Sewer Maintainer position at Pay Grade 11 be eliminated and a Sewer Maintenance Supervisor position at Pay Grade 9 be created.

Approved:

\_\_\_\_\_  
Robert B. Mielke, Mayor



September 15, 2016

---

## ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee  
Robert Mielke, Mayor

FROM: Eric Lindman, Director of Public Works & Utilities

RE: Consideration of eliminating the Senior Sewer Maintainer position and creating a Sewer Maintenance Supervisor position

---

**Issue:** Whether to eliminate a Senior Sewer Maintainer position and create a Sewer Maintenance Supervisor position.

**Background:** Attached is a new job description for creating a Sewer Maintenance Supervisor. Additional regulatory and reporting requirements have made it necessary for the Superintendent (current supervisor of all employees at the wastewater plant) to take time away from these duties in order to meet required regulatory requirements. With these additional duties it has been necessary to revise the organizational chart and structure and determine a better more efficient way to distribute supervisory duties. As you can see on the organizational chart it has been determined to eliminate the Senior Sewer Maintainer position and create a Sewer Maintenance Supervisor position in its place. This position will directly supervise all sewer maintainers removing some supervisory responsibility from the Superintendent distributing responsibility and creating efficiencies within the utility. The Superintendent will become a second line supervisor to the sewer maintainers and a first line supervisor to the Sewer Maintenance Supervisor.

The Wausau Water Works Commission reviewed and approved the new organizational chart for Wausau Water Works at its August 2016 meeting. Also approved was the 2017 operational budget, which includes additional costs of this position.

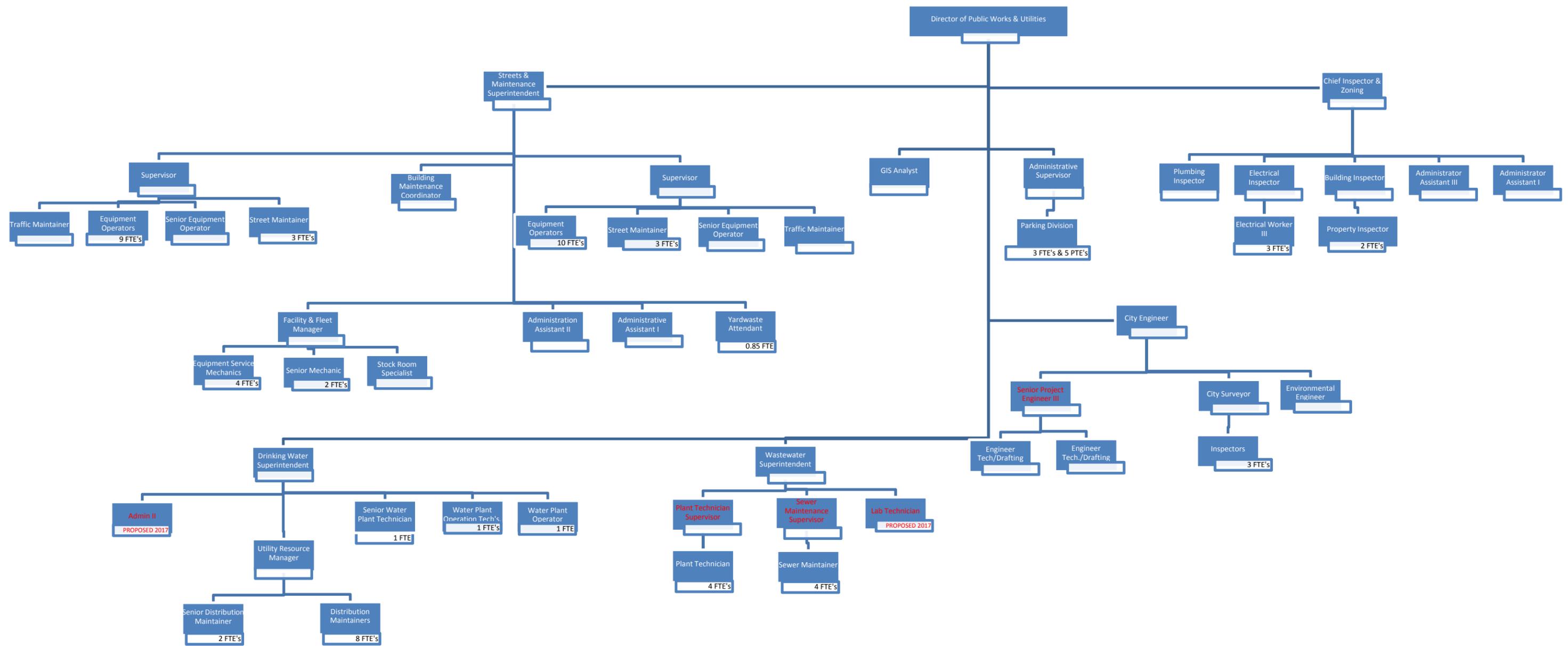
Below are some highlighted benefits to the City that are already in place and also benefits once this position is put in place:

1. This position is now responsible for televising the City's existing sewer mains. Along with the actual televising, this information is now required to be linked to our GIS information so it is available to other divisions within the City as well as archived for future use and review of history. This has become necessary and additional knowledge of software and technology has been needed to implement and maintain this information. Having this information and knowledge is a great benefit for the City as it is done in-house and it is archived in-house requiring no capital outlay for the utility.
2. This position has also evolved requiring the need for writing technical documents such as Request for Proposals, commenting on sewer plans & specifications, project management of collections system maintenance/rehabilitation projects and knowledge of SCADA/PLC devices for remote monitoring.
3. It has become necessary for this position to supervise the Sewer Maintainers. In the past the Superintendent has supervised all employees at the Wastewater Utility and this has become cumbersome and inefficient. For the past 4+ years the Senior Sewer Maintainer position directly manages and schedules all work for the Sewer Maintainers and it would be beneficial and efficient for the organization to be structured so this position directly supervises the Sewer Maintainers.
4. Having an additional supervisor and being able to split the supervisory duties between the Superintendent and others allows for a more efficient organization and structured organization.

**Financial Impact:** This position would be advertised and filled in 2017. Salary and benefits would add to the base \$6,216.70 in 2017. This will be an exempt salaried position.

**Recommendation:** Based on the additional workload required and added responsibilities required, I am recommending the Senior Sewer Maintainer position at Pay Grade 11 be eliminated and a Sewer Maintainer Supervisor position at pay grade 9 be created.

**Motion Sought:** To recommend the City Council approve eliminating the Senior Sewer Maintainer position and create a Sewer Maintenance Supervisor position at Pay Grade 9.



See Item 5 related to  
Organizational Chart revision



### Minutes of August 2, 2016

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on August 2, 2016. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on July 29, 2016.

1) **Roll Call**

Members present: Commissioners Abitz, Force, Gehin, and Rebman.

Others present: Eric Lindman, Scott Boers, Cheryl Sell, Dave Erickson, Valerie Swanborg, Tonia Speener, Clark Dietz; Ken Ligman, Becher Hoppe; Steve Schultz, Becher Hoppe.

2) **Approve Minutes of the June 29, 2016 meeting**

Motion by Rebman to approve the minutes of the June 29, 2016 meeting. Seconded by Force. Motion carried unanimously 4-0.

3) **Director's Report on Utility Operations**

Since the Director's Report is reviewed by the Commission members prior to the meeting, the Commission agreed by consensus to forego the reading of the report and ask questions on any items.

Lindman introduced Cheryl Sell, who started as the Utility Resource Manager on July 11. Sell noted that for 16 years she was the head water operator in Oconto Falls where she did things such as operating valves and hydrants, assisted the manager, bid projects, PCS reports, and monthly data reporting for water and wastewater.

Abitz questioned if there were issues with only one high service pump or if work would be completed on all the high service pumps. Boers replied eventually work will be completed on all, but only on High Service Pump #1 this year. The bearings on both the motor and pump needed repair. It was cheaper to rebuild the pump and supply a new motor. The energy savings from the new motor will probably pay for the motor within three years. All six pumps are from 1964.

Boers explained that a computer is set up in the lab to keep track of the data for reporting to the DNR. There were hard drive issues with this system and the SCADA system has been down for approximately three weeks. The computer and software are being replaced and he hopes to be able to retrieve the data. Boers hopes to have the system running next month. He noted this work is independent of the IT Department and the existing software is from 1999.

Boers indicated that uni-directional flushing began yesterday and he will provide a report next month.

Force questioned where the sewer lining project is taking place. Erickson said this project is in various areas and he could provide exact locations to Force.

Force questioned the estimated cost regarding the North Secondary Digester. Erickson replied the cost will depend upon what is done. Estimates range from \$1 million for replacement of the cover down to zero to put back in service as is. At this point staff is trying to determine what path to take. \$7,000 has been spent on patching holes. One idea is to put it back in service and plan to replace the cover in the near future. The other idea is to complete some sandblasting and painting

to see if we could hold off on replacement. Ligman explained that when the South Secondary Digester was down, it was inspected and found in good shape. It was a surprise to find issues in the North Secondary Digester. As repairs were completed more sections were found to need repair. The inspector is coming back to provide an educated opinion on what to do and for what costs.

Motion by Rebman to approve the Director's Report as presented and place on file. Seconded by Abitz. Motion carried unanimously 4-0.

**4) Make recommendation for the purchase of a 66,000 GVWR Tandem Dump Truck chassis. (Proposals were opened by the Board of Public Works on July 12, 2016.)**

Boers stated that after comparing the proposals it was found that Wisconsin Kenworth was the only chassis that met spec. The Sewer Utility has had two of these trucks in service for over 10 years with no issues. Mark Hanson, DPW Fleet Manager, had indicated that these particular trucks have the lowest cost per mile to operate and maintain. Boers believes the extra cost is worth it due to the proven track record. Force noted that since the City has these units, staff is familiar with servicing Kenworth trucks. Abitz asked if other trucks would be replaced. Boers replied the Water Department has two trucks. This would replace a truck purchased in 1989. Lindman added that the cost of the chassis falls within budget.

Abitz moved to accept the proposal from Wisconsin Kenworth in the amount of \$103,840. Seconded by Rebman. Motion carried unanimously 4-0.

**5) Discussion and possible action on the proposed revised organizational chart for the Water and Sewer Utility.**

Lindman has been working on this with Human Resources since last summer. HR currently has a RFP out to hire a consultant to review all positions within the City for classifications and wages. Lindman has been working with staff on the organizational chart so that services provided can be maintained efficiently. Two new positions are proposed; a full-time lab tech for Wastewater and an Administrative position for Water.

Abitz noted that the lab tech who was present when she toured the plant was a college intern. She asked if we would be going strictly through the college to hire this position. Erickson explained that he has been using interns from Stevens Point; however, every six months he has to start over with a new intern. He would like to hire a full-time position to avoid this. Abitz asked if an intern would still be hired if a full-time position is on staff. Erickson replied that would be a budget issue. He is hoping to get a full-time position first and if budget allows have an intern during the summer. Abitz questioned the cost of the position. Lindman researched the position and found the pay for lab technicians ranges depending upon what type of testing they do and job duties. The position ranged from \$30,000 to \$52,000. This is not currently budgeted for. A job description has been drafted and would have to be approved by the Human Resource Committee and then budgeted for 2017.

Lindman explained the Administrative position would handle the clerical items, such as tracking data for regulations, purchase orders, and be a liaison for Finance. This position would also have to be approved by the Human Resource Committee and budgeted for 2017.

Abitz moved to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and directed staff to move this forward to HR. Seconded by Rebman.

Gehin stated that over the years the water plant and the wastewater plant have been automated, along with meter reading. At one time there were over 50 employees and now it is down to approximately 30. Over the years we have been very frugal and asking for these positions makes a lot of sense.

There being a motion and a second, motion to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and direct staff to move this forward to HR carried unanimously 4-0.

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

**RESOLUTION OF THE FINANCE & HUMAN RESOURCES COMMITTEE**

Approving elimination of the Senior Plant Maintenance Mechanic and approving creation of the Wastewater Plant Operations Supervisor

Committee Action:

Fiscal Impact: Increase of \$5,803.88 for 2017

**File Number:**

**Date Introduced:**

**FISCAL IMPACT SUMMARY**

<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Budget Source: Included in 2017 Utility operating budget</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<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> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input 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>			

**RESOLUTION**

**WHEREAS**, over the past several years additional regulatory and monitoring requirements has placed additional responsibilities on the Superintendent requiring additional time and taking away from his supervising responsibilities; and

**WHEREAS**, the Senior Plant Maintenance Mechanic position, since its inception, has had to take on supervisory and additional management responsibilities which has been an accretion of duties; and

**WHEREAS**, the Wausau Water Works Commission has considered and supports eliminating the Senior Plant Maintenance Mechanic position and creating a Wastewater Plant Operations Supervisor position to improve and disperse the workload among other employees within the wastewater utility; and

**WHEREAS**, eliminating the Senior Plant Maintenance Mechanic position and creating a Wastewater Plant Operations Supervisor position will improve the structure of the Department's organization; and

**WHEREAS**, the Wausau Water Works Commission has included the cost of this full time Wastewater Plant Operations Supervisor position in the 2017 operating budget; and

**WHEREAS**, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to eliminate the Senior Plant Maintenance Mechanic position Pay Grade 11 and create a Wastewater Plant Operations Supervisor at Pay Grade 9; and

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the Senior Plant Maintenance Mechanic position Pay Grade 11 be eliminated and a Wastewater Plant Operations Supervisor position at Pay Grade 9 be created.

Approved:

\_\_\_\_\_  
Robert B. Mielke, Mayor



September 15, 2016

---

## ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee  
Robert Mielke, Mayor

FROM: Eric Lindman, Director of Public Works & Utilities

RE: Consideration of update of the job description of the Senior Plant Maintenance Mechanic to Wastewater Plant Operations Supervisor

---

**Issue:** Whether to eliminate the Senior Plant Maintenance Mechanic position and create a Wastewater Plant Operations Supervisor position.

**Background:** Attached is a new job description for creating a Wastewater Plant Operations Supervisor. Additional regulatory and reporting requirements have made it necessary for the Superintendent (current supervisor of all employees at the wastewater plant) to take time away from these duties in order to meet required regulatory requirements. With these additional duties it has been necessary to revise the organizational chart and structure and determine a better more efficient way to distribute supervisory duties. As you can see on the organizational chart it has been determined to eliminate the Senior Plant Maintenance Mechanic position and create a Wastewater Plant Operations Supervisor position in its place. This position will directly supervise all wastewater plant mechanics removing some supervisory responsibility from the Superintendent distributing responsibility and creating efficiencies within the utility. The Superintendent will become a second line supervisor to the plant mechanics and a first line supervisor to the Wastewater Plant Operations Supervisor.

The Wausau Water Works Commission reviewed and approved the new organizational chart for Wausau Water Works at its August 2016 meeting. Also approved was the 2017 operational budget, which includes additional costs of this position.

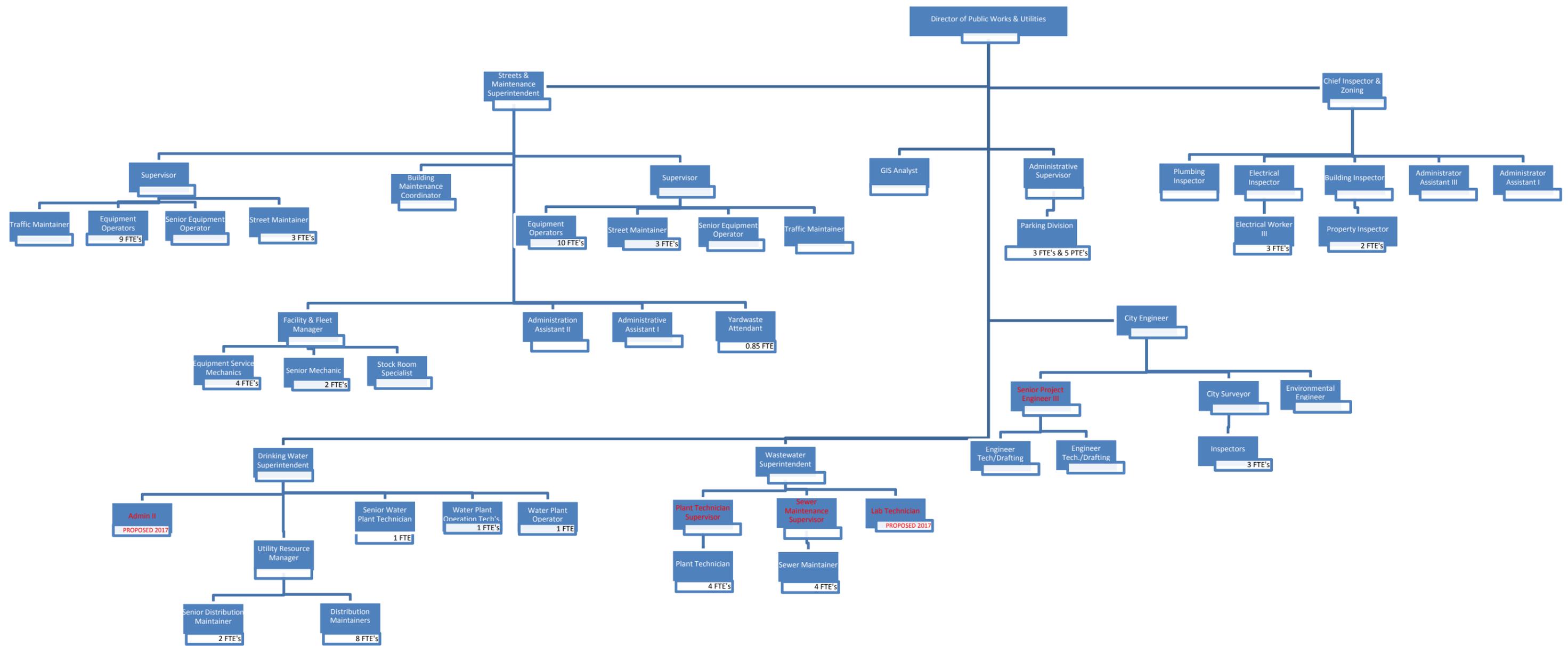
Below are some highlighted benefits to the City that are already in place and also benefits once this position is put in place:

1. This position is now responsible for maintenance of the wastewater plant infrastructure as well as lift station maintenance on the collection system. Scheduling priorities and ensuring emergent situations are tracked and addressed timely to ensure wastewater treatment processes are not compromised. It has also become necessary for this position to be involved in assisting with writing proposals for work, administration of projects, establishing maintenance and safety plans and overall ensuring each of the plant processes continue to perform to meet WDNR discharge requirements.
2. This position has also evolved requiring the need for writing technical documents such as Request for Proposals, commenting on sewer plans and specifications, reviewing lift station designs and knowledge of SCADA/PLC devices for remote monitoring.
3. It has become necessary for this position to supervise the plant mechanics. In the past the Superintendent has supervised all employees at the wastewater utility and this has become cumbersome and inefficient. For the past couple of years this position has been forced to directly manage and schedule all work for the mechanics and it would be beneficial and efficient for the organization to be structured so this position supervises the plant mechanics.
4. This position would be the backup position for the superintendent at the wastewater plant. In order for this to be recognized on the DNR reports, this position needs to require plant/process classifications and this will be required in the new position.

**Financial Impact:** This position would be advertised and filled in 2017. Salary and benefits would add to the base \$5,803.88 in 2017. This will be an exempt salaried position.

**Recommendation:** Based on the additional workload required and added responsibilities required I am recommending the Senior Plant Maintenance Mechanic position Pay Grade 11 be eliminated and a Wastewater Plant Operations Supervisor position at Pay Grade 9 be created.

**Motion Sought:** To recommend the City Council approve eliminating the Senior Plant Maintenance Mechanic position at Pay Grade 11 and create a Wastewater Plant Operations Supervisor at Pay Grade 9.



See Item 5 related to  
Organizational Chart revision



### Minutes of August 2, 2016

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on August 2, 2016. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on July 29, 2016.

1) **Roll Call**

Members present: Commissioners Abitz, Force, Gehin, and Rebman.

Others present: Eric Lindman, Scott Boers, Cheryl Sell, Dave Erickson, Valerie Swanborg, Tonia Speener, Clark Dietz; Ken Ligman, Becher Hoppe; Steve Schultz, Becher Hoppe.

2) **Approve Minutes of the June 29, 2016 meeting**

Motion by Rebman to approve the minutes of the June 29, 2016 meeting. Seconded by Force. Motion carried unanimously 4-0.

3) **Director's Report on Utility Operations**

Since the Director's Report is reviewed by the Commission members prior to the meeting, the Commission agreed by consensus to forego the reading of the report and ask questions on any items.

Lindman introduced Cheryl Sell, who started as the Utility Resource Manager on July 11. Sell noted that for 16 years she was the head water operator in Oconto Falls where she did things such as operating valves and hydrants, assisted the manager, bid projects, PCS reports, and monthly data reporting for water and wastewater.

Abitz questioned if there were issues with only one high service pump or if work would be completed on all the high service pumps. Boers replied eventually work will be completed on all, but only on High Service Pump #1 this year. The bearings on both the motor and pump needed repair. It was cheaper to rebuild the pump and supply a new motor. The energy savings from the new motor will probably pay for the motor within three years. All six pumps are from 1964.

Boers explained that a computer is set up in the lab to keep track of the data for reporting to the DNR. There were hard drive issues with this system and the SCADA system has been down for approximately three weeks. The computer and software are being replaced and he hopes to be able to retrieve the data. Boers hopes to have the system running next month. He noted this work is independent of the IT Department and the existing software is from 1999.

Boers indicated that uni-directional flushing began yesterday and he will provide a report next month.

Force questioned where the sewer lining project is taking place. Erickson said this project is in various areas and he could provide exact locations to Force.

Force questioned the estimated cost regarding the North Secondary Digester. Erickson replied the cost will depend upon what is done. Estimates range from \$1 million for replacement of the cover down to zero to put back in service as is. At this point staff is trying to determine what path to take. \$7,000 has been spent on patching holes. One idea is to put it back in service and plan to replace the cover in the near future. The other idea is to complete some sandblasting and painting

to see if we could hold off on replacement. Ligman explained that when the South Secondary Digester was down, it was inspected and found in good shape. It was a surprise to find issues in the North Secondary Digester. As repairs were completed more sections were found to need repair. The inspector is coming back to provide an educated opinion on what to do and for what costs.

Motion by Rebman to approve the Director's Report as presented and place on file. Seconded by Abitz. Motion carried unanimously 4-0.

**4) Make recommendation for the purchase of a 66,000 GVWR Tandem Dump Truck chassis. (Proposals were opened by the Board of Public Works on July 12, 2016.)**

Boers stated that after comparing the proposals it was found that Wisconsin Kenworth was the only chassis that met spec. The Sewer Utility has had two of these trucks in service for over 10 years with no issues. Mark Hanson, DPW Fleet Manager, had indicated that these particular trucks have the lowest cost per mile to operate and maintain. Boers believes the extra cost is worth it due to the proven track record. Force noted that since the City has these units, staff is familiar with servicing Kenworth trucks. Abitz asked if other trucks would be replaced. Boers replied the Water Department has two trucks. This would replace a truck purchased in 1989. Lindman added that the cost of the chassis falls within budget.

Abitz moved to accept the proposal from Wisconsin Kenworth in the amount of \$103,840. Seconded by Rebman. Motion carried unanimously 4-0.

**5) Discussion and possible action on the proposed revised organizational chart for the Water and Sewer Utility.**

Lindman has been working on this with Human Resources since last summer. HR currently has a RFP out to hire a consultant to review all positions within the City for classifications and wages. Lindman has been working with staff on the organizational chart so that services provided can be maintained efficiently. Two new positions are proposed; a full-time lab tech for Wastewater and an Administrative position for Water.

Abitz noted that the lab tech who was present when she toured the plant was a college intern. She asked if we would be going strictly through the college to hire this position. Erickson explained that he has been using interns from Stevens Point; however, every six months he has to start over with a new intern. He would like to hire a full-time position to avoid this. Abitz asked if an intern would still be hired if a full-time position is on staff. Erickson replied that would be a budget issue. He is hoping to get a full-time position first and if budget allows have an intern during the summer. Abitz questioned the cost of the position. Lindman researched the position and found the pay for lab technicians ranges depending upon what type of testing they do and job duties. The position ranged from \$30,000 to \$52,000. This is not currently budgeted for. A job description has been drafted and would have to be approved by the Human Resource Committee and then budgeted for 2017.

Lindman explained the Administrative position would handle the clerical items, such as tracking data for regulations, purchase orders, and be a liaison for Finance. This position would also have to be approved by the Human Resource Committee and budgeted for 2017.

Abitz moved to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and directed staff to move this forward to HR. Seconded by Rebman.

Gehin stated that over the years the water plant and the wastewater plant have been automated, along with meter reading. At one time there were over 50 employees and now it is down to approximately 30. Over the years we have been very frugal and asking for these positions makes a lot of sense.

There being a motion and a second, motion to accept the two proposed new positions as shown on the revised organizational chart for the Water and Sewer Utility and direct staff to move this forward to HR carried unanimously 4-0.

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

**RESOLUTION OF THE FINANCE & HUMAN RESOURCES COMMITTEE**

Approving Creation of Deputy Chief's Position in Police Department

Committee Action: Approved 4-0

Fiscal Impact: \$700

**File Number:** 14-0112

**Date Introduced:** September 27, 2016

**RESOLUTION**

**WHEREAS**, the City employed a Deputy Chief's Position previously, and

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

**WHEREAS**, the Police Department previously had a Deputy Chief's position which was eliminated to experiment with a flatter organizational structure; and

**WHEREAS**, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation to create a Deputy Chief's position in the Wausau Police Department; and

**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 Deputy Chief's position.

Approved:

\_\_\_\_\_  
Robert B Mielke, Mayor



September 27, 2016

---

## ADMINISTRATIVE MEMORANDUM

TO: Human Resources Committee Robert  
Mielke, Mayor

FROM: Jeffrey Hardel  
Chief of Police

RE: Consideration of the Creation of a Deputy Chief's Position with-in Wausau Police Department

---

**Issue:** Whether to create a Deputy Chief's position with-in the existing FTE authority. Chief Hardel is not asking to add an FTE, simply elevate a current Captain's position to a Deputy Chief's position while eliminating a patrol captain's position. Right now we have 4 commanding officers; 1-Chief, 2-Patrol Captains, 1-Investigative Captain. I am proposing to still have 4 commanding officers; 1-Chief, 1-Deputy Chief, 1-Patrol Captain, 1-Investigative Captain.

**Background:** The Wausau Police Department has always had a Deputy Chief's position until we attempted to flatten the organization in 2013. We modified our organizational structure to experiment with having an additional Patrol Captain and operate without a Deputy Chief.

We have experimented with the new organizational structure for three plus years and our evaluation does not support the current structure which includes NO deputy chief. We are not as efficient as before and we are lacking another executive manager to oversee the entire operations of the department.

**Financial Impact:** The job description is currently being developed and when completed the position would be assigned an appropriate grade and pay rate based on available market data and internal comparable positions. It is estimated to be an impact of approximately \$700 for the remainder of 2016, assuming the position can be filled by November 1. The financial impact for 2017, would be approximately \$4500. However, we have had numerous police officer positions open in 2016, and therefore we can absorb this increase without increasing our budget.

**Recommendation:** There is a sufficient justification based on a review of the needs of the department to warrant the authorization of the creation of said position.

**Motion Sought:** To recommend the City Council approve the creation of a Deputy Chief's position in the organizational structure of the Wausau Police Department.

# MEMORANDUM

Jeffrey G. Hardel

**Chief of Police**

Work 715-261-7801  
Cell 715-370-4545  
Fax 715-261-4185



Robert B. Mielke  
Mayor

**DATE:** September 27, 2016

**TO:** Finance Committee  
Robert B. Mielke, Mayor, City of Wausau

**RE:** Consideration of the Creation of a Deputy Chief's Position with-in the Organizational Structure of the Wausau Police Department

After three plus years of experimenting without a Deputy Chief's position, it is my professional belief that the City of Wausau's police department is better served with said position. I have reviewed and thoroughly evaluated the effectiveness of said position and believe we will increase our efficiency and effectiveness with the position of a Deputy Chief.

We currently have two patrol captains and one investigative captain. If I am out of town or unavailable, I assign one of the captains as Acting Chief. However, each Captain has their specialty area and it is difficult for a patrol captain to oversee the detective bureau when they do not have regular oversight of that department and vice versa. The patrol captains all have the same command authority and pay grade which make it difficult to utilize rank when necessary in making important decisions that other captains might not be supportive of.

The Deputy Chief will oversee all operations which include, patrol, investigations, and administration. Currently, the Chief is the only one that has that oversight and authority of all three areas and when the Chief is unavailable the department would continue to operate efficiently and effectively with the Deputy Chief having the same oversight capability.

Other factors/considerations for the creation of a Deputy Chief's position:

- Succession Planning
- Retention of our best leaders
- Better efficiency and effectiveness with proper oversight
- Clear delineation of authority

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

**RESOLUTION OF THE FINANCE & HUMAN RESOURCES COMMITTEE**

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

Committee Action:

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

**File Number:**

**Date Introduced:** October 10, 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

**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 Mielke, Mayor



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.



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



## CITY OF WAUSAU 2017 SUPPLEMENTAL BUDGET REQUEST FORM

Department: Wausau Police Department

Project/Spending Description: Youth Safety Coordinator

Ongoing Project
  Onetime Purchase/Expense

Department Priority:
  Critical
 High
 Medium
 Low

### REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services		0.25 FTE	\$11,856.00
Contractual Services			
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
<b>Total</b>		<b>0.25 FTE</b>	<b>\$11,856.00</b>

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
<b>Total</b>			<b>0.00</b>

- **PURPOSE/DESCRIPTION OF REQUEST:** Perform the following functions:
- **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.

**SERVICE IMPLICATIONS:**

This civilian position will provide the outlined services to the community, without requiring the removal of officers from their assigned duties. Historically, these duties were provided by sworn police officers and were difficult to schedule and staff.

**OUTCOMES/REVIEW: (HOW WILL YOU MEASURE SUCCESS OF PROJECT)**

The success of this position will be measured by assessing the success of the Safety Patrol program, and our ability to meet the requests of the community for car seat installation and distracted driving simulator presentations.

**IMPLEMENTATION TIMETABLE:**

January 2017



## SUPPLEMENTAL BUDGET REQUEST FORM INSTRUCTIONS:

Complete a **SEPARATE** supplemental budget request form for EACH additional project, position or purchase you are requesting in addition to the “cost to continue” existing services and programs budget.

- Indicate the department and a brief title for the spending.
- Rank the importance of the project as Critical, High, Medium or Low.
- Specify whether these project/program costs are expected to continue and be ongoing in future years or whether the request is a onetime request.
- Outline the costs, new positions and any revenues attributable to the request.
- Describe the funding request and the goal or objective to be achieved by supplementing the budget. For requests seeking positions quantify the workload and cause for the increase.
- Describe the implications to service levels.
- Identify how you will determine whether the goals and objectives have been met.
- Include a timetable for implementing the request.



## JOB DESCRIPTION Youth Safety Coordinator

Job Title:	Youth Safety Coordinator	Reports To:	Detective Lieutenant
Department:	Police	FLSA Status:	Non Exempt
Division:	Detective Bureau	EEO Code:	4-Protective Services
Salary Grade:	PT	Occupational Code:	9100
Employee Group:		Training Category:	D-Staff
Created:		Last Revision:	September 15, 2016

*This description is not an announcement of a position opening. To view current openings please visit [www.ci.wausau.wi.us](http://www.ci.wausau.wi.us). The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.*

### **Purpose of the Position**

The purpose of this position is to assist the Wausau Police Department in coordinating and administering public safety programming and education with an emphasis on the safety of youth in the community. The employee has a significant impact on the quality of life through partnership with the community, service agencies/programs and schools, to positively impact youth in the community.

### **Essential Duties and Responsibilities**

1. Maintain working knowledge of laws and ordinances relevant to pedestrian, bicycle, and youth safety, and teen driving safety.
2. Visit schools and youth care/service organizations; and coordinate youth safety/awareness events, to provide safety instruction/presentations, including by use of electronic media and other types of instruction.
3. Establish and maintain relevant youth safety programming curriculums.
4. Administer and lead school safety patrol program in conjunction with schools, including:
  - a. Train students and school staff in safety patrol functions.
  - b. Maintain and issue safety patrol equipment to participants.
  - c. Coordinate and speak at safety patrol recognition programming.
  - d. Coordinate and assist schools with providing field trip(s) and/or other reward for safety patrol participants.
  - e. Establish, direct and maintain safe pedestrian street crossing in school areas.
  - f. Distribute youth and/or pedestrian safety materials and literature to schools and interested groups.
5. Seek and maintain partnerships with community service organizations, businesses, and government agencies to support youth safety programming/events.
6. Coordinate and administer child car seat safety events and presentations.
7. Maintain accounting with regard to donations and purchasing of supplies in support of programming.
8. Perform duties in alignment with the Core Values of the Wausau Police Department.
9. Efficiently operate computer systems for a variety of tasks.

**Additional Duties and Responsibilities**

- Perform special assignments as assigned by supervisor.
- Speak at citizen and/or youth groups/events.

**Education and Experience Requirements**

Candidates must be a United States Citizen and at least eighteen (18) years old. A high school diploma or equivalent is required. Applicants must have the ability to possess a valid Wisconsin driver’s license. Candidates must be able to pass a criminal background check.

**Knowledge, Skills and Abilities**

- Ability to read, interpret and explain City of Wausau ordinances and Wisconsin State Statutes.
- Working knowledge of laws and ordinances relevant to pedestrian, bicycle, and youth safety, and teen driving safety.
- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others.
- Ability to communicate effectively in speaking and presenting in front of groups of people.
- Ability to communicate effectively with children of various ages in an instructional/educational role.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal and telephone.
- Ability to work independently, and in well-organized manner.
- Ability to lift and/or move up to 50 pounds.
- Ability to establish and maintain effective working relationships with those contacted in the course of employment.

**Physical and Working Environment**

Normal business setting working conditions with minimal exposure to disagreeable elements. Occasional outdoor instruction/presentations in fair weather conditions. Regular travel to local agencies/events.

**Acknowledgement**

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

**RESOLUTION OF THE FINANCE & HUMAN RESOURCES COMMITTEE**

Approving Creation of Youth Safety Coordinator position (civilian) in the Police Department (1 position at .25 FTE)

Committee Action:

Fiscal Impact: \$11,856.00

**File Number:**

**Date Introduced:** October 10, 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

**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

