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: Human Resources Committee
Date/Time: Monday, July 17, 2017 at 4:30 PM
Location: City Hall (407 Grant Street) – Council Chambers – 1st Floor
Members: Romey Wagner (C), Gary Gisselman, Becky McElhaney, Tom Neal, Dennis Smith

AGENDA ITEMS FOR CONSIDERATION

1) Approval of 06/12/17 Minutes.
2) Discussion and Possible Action on City of Wausau Wage Study.
3) Discussion and Possible Action to update Resolution 12-0220 Authorize Merit Increase for Introductory Period Completion.
4) Discussion and possible action regarding the Reallocation Report for Water Distribution Maintainer.
5) Future Agenda Items.
6) Adjournment.

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 07/13/2017 at 10:00 AM
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.
CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION

DATE/TIME: June 12, 2017 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, T. Vanderboom

Approval of 05/08/17 Minutes.
Motion by Neil to approve the Human Resources Committee minutes from May 8, 2017. Second by McElhaney. All ayes. Motion passes 5-0.

Update on City Assessor Recruitment.
Vanderboom stated that the recruitment and selection process for the position of City Assessor is complete, and an offer has been made and accepted. The appointment of the City Assessor is on the Council Agenda for June 13th for approval.

Update on Senior Human Resources Generalist Position.
Vanderboom said that interviews have been conducted and the recruitment is now at the step of completing a background and collecting references. Vanderboom says she hopes to have a conditional offer extended by the next week.

Update on Status of Labor Agreement Between the City of Wausau and the Amalgamated Transit Union, Wausau Firefighter Association and the Wausau Professional Police Association.
Vanderboom explained that the three contracts between the City of Wausau and unions expire this year; transit expires June 30th, and Police and Fire expire December 31st. Wagner asked where the process stands for bargaining with transit; Vanderboom said that dates are being scheduled to begin talks.

Discussion and Possible Action on a Recommended Pay Adjustment System with Guidelines and Procedures to be Implemented Prior to a Wage Study.
Vanderboom said that she has been reviewing the proposals from the last RFP that was done for a wage study and plans to have either a comparison or recommendation based on the information from the proposals or a new RFP to propose to the committee.

Based on direction from the last Human Resources Committee meeting, Vanderboom was tasked with recommending ways to handle pay inequity or wage adjustments for periods in between wage studies. She recommends department heads bring their concerns to Human Resources in written format, including any concerns and supporting documentation for consideration. Human Resources could then research and do a study for the position in question and bring their recommendation to the Human Resources Committee for consideration. Vanderboom said that what she is proposing is outlined in the Employee Handbook, but she is able to write up a formal policy with procedures if it is the preference of the committee. Neil asked if the wage system itself would be looked at during pay adjustment process. Vanderboom said that she would want a wage study to determine the wage system and factors, not make those changes outside of a wage study and implementation. Gisselman said that last month Lindman asked for two requests to be presented in June, and wants to know where this item is. Vanderboom said that Lindman and she are in discussion and a job study is being conducted; once a recommendation is ready to present it will be presented to the committee for consideration.
**Future Agenda Items.**
Wagner asked if any future agenda items were requested. No responses were received. Wagner asked that and items requested be brought forward within a reasonable amount of time to be researched and placed on the agenda.

**Adjournment.**
Motion by Neil to adjourn. Second by Giesselman. All ayes. Motion passes 5-0. Meeting adjourned.

_______________________________________
Romey Wagner
Human Resources Committee, Chair

2 – Human Resources Committee Meeting Minutes
RESOLUTION OF THE FINANCE COMMITTEE

Authorize Merit Increase for Introductory Period Completion

Committee Action:  Approved 5-0
Fiscal Impact:  2017: Approximately $10,750 (Benefits Included)

File Number:  12-0220  Date Introduced:  November 9, 2016

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RESOLUTION

WHEREAS, on August 10, 2015 the Human Resources Committee provided direction and approved $100,000 to fund both Compensation Plan Administration as well as Merit Pay. To ensure coverage for fringe and employee benefit costs, ultimately $120,000 General Fund dollars were included in the Contingency portion of the General Fund budget earmarked for this purpose; and

WHEREAS, employees not represented under the terms of a collective bargaining agreement last received salary increases via the City’s Pay-for-Performance Plan and compensation study in July 2014; and

WHEREAS, salaries for non-represented staff were frozen for 2015 by Common Council; and

WHEREAS, as a result of the July 2014 pay plan implementation and subsequent salary freeze for non-represented staff, employees hired after March 2014 who completed their introductory period after the first pay period in July of 2014 through December 31, 2016 were given a 2% merit pay adjustment, effective April 24, 2016; and

WHEREAS, pay increases after successful introductory period completion (1 year) are common to recognize a successful integration into the organization and serve as a retention measure by conveying recognition and value to the affected employees by providing monetary reward; and
WHEREAS, on October 25, 2016, the Finance Committee approved a proposal to provide a 2% increase for new employees hired after December 31, 2015, who complete their review period after December 31, 2016, effective January 1, 2017 and going forward, the 2% increase after successful completion of the introductory period shall be managed by staff and incorporated within the budget without future intervention or approval by Committee or Council.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that merit pay adjustments of 2% be given to employees hired after December 31, 2015, who complete their introductory period after December 31, 2016, effective January 1, 2017, with a total cost to the General Fund for 2017 of $10,749.75, and going forward the merit pay adjustments of 2% shall be managed by staff and incorporated within the budget without future intervention or approval by Committee or Council.

Approved:

______________________________
Robert B. Mielke, Mayor
FINANCE COMMITTEE
Date and Time: Tuesday, October 25, 2016 @ 5:00 pm., Council Chambers
Members Present: Rasmussen (C), Smith, Kellbach, Gehin, and Nutting (entered at 5:09)
Others Present: Groat, Alfonso, Kujawa, Krohn, Seubert, Schock, Mielke, and Elizabeth Field

Discussion and possible action on authorizing a merit increase for introductory period completion for 2017
Rasmussen stated this applies a 2% merit increase once new employees complete their introductory period. She noted this appeared to be an adjustment just for the people hired this year. Groat stated payroll staff historically did this as an administrative process and were questioning if this is how it will be done going forward, where every newly hired person will receive the 2% upon completion of their introductory period or do they just want to do it for that window of one year by bringing a resolution back each year. Rasmussen felt the best thing to do from a budgeting standpoint it to make it a predictable and consistent practice rather than year by year. Nutting agreed we should continue this practice administratively for new employees that we hire.

Motion by Nutting, second by Smith to approve the merit increase for introductory period completion for 2017 and to continue the practice administratively moving forward. Motion carried 5-0.
DEPARTMENT OF PUBLIC WORKS

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<th>Current</th>
<th>Request</th>
<th>Recommendation</th>
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**Requested Action**

In the City of Wausau Salary Ranges, under Salary Grade 14, delete the title Water Distribution Maintainer.

In the City of Wausau Salary Ranges, under Salary Grade 13, add the title Water Distribution Maintainer. Add a salary increase payable to Water Distribution Maintainers upon proof of receipt of the required State of Wisconsin ground water certification and water distribution certification.

**Background**

The Wausau Public Works Department has requested that the position of Water Distribution Maintainer in Salary Grade 14 ($15.88-$23.83), currently fully staffed with nine (9) incumbents, be reallocated to Water Distribution in Salary Grade 13 ($17.08-$25.62). An updated job description was provided and discussions were held with Eric Lindman, Public Works Director.

**Duties and Responsibilities**

The basic purpose of this position is the installation, maintenance and repair of all assets associated with the pumping, treatment and distribution of potable water. The duties and responsibilities include the following:

1. Make taps in water lines with tapping machines, install taps and copper service lines.
2. Perform work on water distribution lines in trenches 6-20 feet below grade.
3. Install new or replace sections of water mains, fire hydrants, service laterals, curb boxes and water main operating valves.
4. Repair and replace concrete sidewalks, curbs and gutters after water main or service installation and/or repair.
5. Thaw frozen hydrants, mains and services using hand tools, electric welder or water jetting equipment.
6. Operate large backhoe and other heavy construction equipment for trenching, filling ditches, and similar work around gas, power, fiber optic lines and other utilities, where fine tolerance is required.
7. Haul and spread water plant sludge as directed.
8. Operate large end loader, Steel and Rubber Vibratory Rollers, Compressor, Jack Hammer, Concrete Saws, Chain Saws, Water Pumps and other miscellaneous construction equipment.
9. Install, remove, or replace water meters. Turn on or off water service as requested. Perform inspections for leaks and cross-connections.
10. Install and repair remote meter reading equipment including installation of outside reader cables, and accurately code meters to correspond to the customer’s water account number.
11. Investigate citizen water complaints and take necessary corrective action.
12. Test meters in the shop and field test larger meters. Accurately record and document information.
13. Repair, clean and rebuild meters as required.
14. Read meters as assigned.
15. Read and interpret maps. Ability to use a Tablet or PC to navigate GIS Systems.
16. Locate water service and main leaks using Acoustic or computerized leak detection devices.
17. Subject to work outside of normal work hour/week schedule as weather or circumstances dictate i.e. snow storms, tornados, fires, accidents, broken water mains, sewer failures, etc.
18. This position may assist the Department of Public Works with duties as necessary and assigned.
19. Performs all duties in conformance to City policies as described in the employee handbook and adherence to state and federal safety policies and standards.
20. Employee relations: Foster a productive and collaborative work environment by coordinating work efforts with other City departments and employees.
21. Ability to problem solve, communicate effectively and maintain effective working relationships.

Requirements for this position include a high school diploma or equivalent; one to three years of experience in water main construction or repair or completion of an approved training period or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the job; possession of State of Wisconsin ground water and water distribution certifications or the ability to earn the certifications within 18 months of hire; and possession of a valid Class B Wisconsin Commercial Driver’s license (CDL), including tanker endorsement.

Analysis

The Wausau Public Works department currently has nine Water Distribution Maintainer positions. The department wishes to have all nine positions to be reallocated from Salary Grade 14 ($15.88-$23.83) to Salary Grade 13 ($17.08-$25.62). All nine positions report to the Utility Resource Manager.

The duties and responsibilities of the Water Distribution Maintainer include performing manual labor; operating light to medium sized automotive equipment as well as large and heavy construction equipment or comparable equipment; and installing, testing, repairing and tapping water lines. Many of these functions overlap with the duties of Street Maintainer (SG 14 $15.88-$23.83). However, the Water Distribution Maintainer position contains additional responsibilities related to water services not included in the Street Maintainer job duties. Many of the Water Distribution Maintainer functions overlap with the duties of Equipment Operator (SG 13 $17.08-$25.62) as well; however, the position of Equipment Operator contains a higher level of responsibility compared to Street Maintainers. As such, considering the additional technical skills required for the position of Water Distribution Maintainer, Equipment Operator is a more appropriate equivalent to Water Distribution Maintainer.
As this position has similar duties and responsibilities to the position of Equipment Operator (SG 13 $17.08-$25.62), it is recommended that the position of Water Distribution Maintainer position be reallocated to Salary Grade 13 $17.08-$25.62.

**Financial Impact**

Of the nine current Water Distribution Maintainers, two individuals are currently compensated below the minimum established for Salary Grade 13 ($17.08)

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On April 11, 2016 the Human Resources Committee established a minimum starting rate of $18.84 for the position of Equipment Operator. The job description for the position of Water Distribution Maintainer requires these incumbents to possess a ground water and water distribution certification or to earn the certifications within 18 months of hire. At this time, there is no monetary incentive to gain this certification other than continued employment. To encourage equity between the Equipment Operator position and Water Distribution Maintainer position, I recommend establishing an increase in the salary range granting the wage of $18.84 to Water Distribution Maintainers upon proof of receipt of the required ground water and water distribution certifications.

The Public Works Department has confirmed that both affected employees have received the required certifications. As such, they would be eligible for a salary increase to $18.84 under the proposed changes.

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The proposed changes would go into effect July 30, 2017 (PP 17) result in a total cost to the General Fund for 2017 of $3,192, and a total annual addition to the base General Fund budget moving forward of $8,299.20.

**Recommendation**

I therefore recommend the nine positions of Water Distribution Maintainer SG 14 ($15.88-$23.83) be reallocated to SG 13 ($17.08-$25.62). I further recommend establishing a salary increase to $18.84 for Water Distribution Maintainers upon receiving the required ground water and water distribution certification.