

**HUMAN RESOURCES COMMITTEE Agenda**  
**Monday, June 15, 2026 – 5:00 p.m.**  
**Government Center – 1316 N. 14<sup>th</sup> St. Room 204**



**VIDEO CALL LINK:** [Click here to join the meeting](#)  
**Teams Meeting ID:** 294 785 612 623 **Teams Passcode:** 9TxdyR  
**Dial-in option:** 18722428028  
**Phone Conference ID:** 215 843 574#

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City Ordinance Sec. 42-20: “The Human Resources Committee shall have charge of all city matters arising under Wis. Stats. Ch. 111 and shall be responsible for the direction of all personnel matters involving employees and officers of the city.”

COMMITTEE MEMBERS: Jack Sweeney, Garner Moffat, Lindsey Graskey, Karly Caven (alternate)

**1 ROLL CALL**

**2 APPROVAL OF MINUTES**

2.1 Human Resources Committee (*Meeting held May 18, 2026*)

**3 OLD BUSINESS**

- 3.1 Approve updated policy #04.06c – Nepotism (*held from the May HRC meeting*)
- 3.2 Approve updated policy #16.01 – Disciplinary Actions (*held from the May HRC meeting*)
- 3.3 Determine which job vacancies should come to HRC for approval to fill. (*held from the May HRC meeting*)
- 3.4 Approve updated job description for Chief of Staff (*held from the May HRC meeting*)
- 3.5 Approve moving Jen Stank into Lead Coordinated Response Specialist role and increase CRS Lead pay by \$2.00 per hour. (*held from the May HRC meeting*)
- 3.6 Approve request to adjust the wage placement of all Police Sergeants currently assigned to Grade K of the non-union pay plan. (*held from the May HRC meeting*)

**4 NEW BUSINESS**

- 4.1 Request to fill Light Equipment Operator – ESD
- 4.2 Update job description for Museum Manager
- 4.3 Update job description for Museum Director
- 4.4 Approve Position Control Policy
- 4.5 Approve request to adjust the wage placement of all Battalion Chiefs to Grade M and the Assistant Fire Chief to Grade O, effective October 1, 2026.

4.6 Receive and file: 5-13-2026 Library Board meeting minutes

**5 RECURRING BUSINESS**

5.1 Receive and file: Monthly personnel report for May 2026

5.2 Human Resources updates

**6 ADJOURNMENT**

***NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING, AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT THIS MEETING.***

*Pursuant to the Americans with Disabilities Act of 1990, if you need an accommodation to participate in the public meeting process, please call (715) 395-7200 by 4:30 p.m. on the day prior to the scheduled meeting date (OR dial 711 for Telecommunications Relay Service). The City will attempt to accommodate any request depending on the amount of notice received.*

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***In compliance with Wisconsin Open Meetings Law, this agenda was posted on 6/11/2026 at the following locations: Superior Government Center, Douglas County Courthouse, Superior Public Library, and online at <https://www.superiorwi.gov/agendacenter>. It was also emailed to the Superior Telegram.***

## HUMAN RESOURCES COMMITTEE Meeting Minutes Monday, May 18, 2026 Regular Meeting



*The meeting was called to order by Councilor Sweeney at 5:00 p.m. on May 18, 2026, in room 204 of the Government Center.*

### 1 ROLL CALL

**MEMBERS PRESENT:** Jack Sweeney, Lindsey Graskey, Garner Moffat, Karly Caven

**CITY STAFF PRESENT:** Beth Archer, Trish Lough, Mayor Paine, Deb Williams, Jon Shamla, Cam Vollbrecht (virtual), Paul Winterscheidt, Michelle Pope

**OTHERS PRESENT:** Shelley Nelson

### 2 APPROVAL OF MINUTES

2.1 Human Resources Committee (*Meeting held April 20, 2026*)

**MOTION by Moffat, seconded by Graskey. Motion carried.**

### 3 OLD BUSINESS

3.1 Discussion about the Customer Price Index (CPI) and how it was determined for non-union wage increases. (held from the April HRC meeting)

**MOTION by Moffat, seconded by Graskey, to hold in committee until August. Motion carried.**

3.2 Approve updated policy #04.06c – Nepotism

**MOTION by Graskey, seconded by Moffat, to hold in committee until June. Motion carried.**

3.3 Approve updated policy #16.01 – Disciplinary Actions

**MOTION by Graskey, seconded by Moffat, to hold in committee until June. Motion carried.**

3.4 Determine which job vacancies should come to HRC for approval to fill. (request from Councilor Moffat at March HRC meeting)

**MOTION by Moffat, seconded by Graskey, to draft a policy for a future city council meeting. Motion carried.**

*The committee discussed the current process for approving job vacancies. Currently, all positions (appendices A,B,C) require committee approval before HR can fill the position. HR Director Williams explained that this can prolong the hiring process, and recommended that positions in appendix C be exempt from this requirement.*

*Upon discussion, the Mayor also requested that a policy be developed that could be reviewed/approved annually by the City Council, which would support the annual budget and provide more transparency.*

#### **4 NEW BUSINESS**

##### 4.1 Election of chair and vice chair

**MOTION by Graskey, seconded by Moffat, to elect Councilor Sweeney as Chair. Motion carried.**

**MOTION by Graskey, seconded by Sweeney, to elect Councilor Moffat as Vice Chair. Motion carried.**

##### 4.2 Request to fill Light Equipment Operator – Street Division (2 positions)

**MOTION by Moffat, seconded by Graskey. Motion carried.**

##### 4.3 Request to fill Light Equipment Operator – ESD

**MOTION by Moffat, seconded by Graskey. Motion carried.**

##### 4.4 Request to fill Chief of Staff

**MOTION by Graskey, seconded by Moffat. Motion carried.**

##### 4.5 Approve updated job description for Chief of Staff

**MOTION by Moffat, seconded by Graskey, to hold in committee. Motion carried.**

*The committee recommended a few additions/changes to the job description, and requested to bring it back for further review at the June HRC meeting.*

##### 4.6 Approve updated job description for Assistant Fire Chief

**MOTION by Graskey, seconded by Moffat. Motion carried.**

##### 4.7 Approve updated job description for Coordinated Response Specialist/Coordinated Response Specialist – Lead

**MOTION by Graskey, seconded by Moffat. Motion carried.**

##### 4.8 Approve moving Jen Stank into Lead Coordinated Response Specialist role and increase CRS Lead pay by \$2.00 per hour.

**MOTION by Graskey, seconded by Moffat, to hold in committee until June. Motion carried.**

*The committee decided that the Coordinated Response Specialist – Lead role should be sent for a wage review to assess the additional duties and responsibilities before approving an increase.*

##### 4.9 Approve request to adjust the wage placement of all Police Sergeants currently

assigned to Grade K of the non-union pay plan.

**MOTION by Moffat, seconded by Graskey, to hold in committee until June.**

**Motion carried.**

*Police Chief Winterscheidt discussed the wage compression issues that they are currently experiencing within the police department – primarily between the Sergeants and Captains, which has been caused by differentiating wage increases between the union and non-union. The committee requested that additional information be brought to the June HRC meeting before making a decision.*

## **5 RECURRING BUSINESS**

5.1 Receive and file: Monthly personnel report for April 2026.

**The Committee received and filed.**

5.2 Human Resources updates.

**No action required.**

## **6 ADJOURNMENT**

The meeting was adjourned at 7:00 p.m.

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*Respectfully submitted by Beth Archer*

3.1

City of Superior  
HUMAN RESOURCES COMMITTEE POLICY

Topic: NEPOTISM – ~~EMPLOYMENT OF~~ RELATIVES Page 1 of 2  
AND PERSONAL RELATIONSHIPS IN THE WORKPLACE

Section: RECRUITMENT, EXAMINATION &  
EMPLOYMENT STANDARDS

Date Issued: 04/96

Date Revised: 6/17/02, 3/17/25,

Number: 04.06c

3/16/26, 6/15/2026

The City of Superior wants to avoid situations that create potential or perceived favoritism, or actual conflict of interest, bias, discrimination, disparate treatment, and inappropriate conduct. The City prohibits employees from directly supervising any regular full-time or regular part-time employee who is a “relative” or in a “personal relationship”. This policy would apply to primary work assignments, not collateral or temporary assignments. Elected officials and public committee/commission members are not considered employees.

This policy is not intended to discourage the appointment of relatives and those in personal relationships to positions that do not conflict with these provisions. Except as otherwise restricted by this policy, all hiring decisions will be based on selecting the best-qualified applicant for the position.

The City reserves the right to vary from ~~the~~ this policy to address unusual circumstances on a case-by-case basis as determined by the Mayor and Human Resources Director.

~~For the purpose of this policy,~~ “~~r~~Relatives” ~~are~~ is defined as spouse, child, stepchild, parent, stepparent, sibling, stepsibling, stepparent, stepchild, grandparent, great grandparent, grandchild, great grandchild, or in-laws.

“Personal relationship (relationship employees)” is a continuing relationship of a romantic or intimate nature between two individuals.

Employee Responsibilities:

1. It is the responsibility of every employee to identify to the City’s human resources department, as soon as possible, any relative of theirs who works for the city or any current employee with whom they have a personal relationship. Employees who fail to disclose relatives or personal relationships covered by this policy will be subject to disciplinary action up to and including termination of employment.
2. ANY City employee must notify the City’s human resources department, as soon as possible, if they become aware of a relative or a personal relationship to an employee that has applied for a position in the same department as the employee in the same reporting structure.
- 4.3. An employee must notify the City’s human resources department of any change in their employment status that may impact the reporting structure of a relative or personal relationship employee.

Supervisor responsibilities:

1. Supervisors must notify the City's human resources department if they become aware of a potential conflict based on this policy.
2. Supervisors and any employee with authority over another employee's terms and conditions of employment are strictly prohibited from dating or entering into a personal relationship with a subordinate employee. Engaging in such a relationship may lead to disciplinary action, up to and including termination.

No relative of a current employee, or someone who is in personal relationship with an employee, will be hired, reassigned, or promoted if such action would result in:

1. A direct reporting relationship between relatives or relationship employees where one would be responsible for supervising, controlling, or evaluating the work of the other. If the relative or relationship employee is the best qualified candidate, an assessment will be done to determine if the direct reporting relationship can be managed by a different supervisor in the department.
2. Any situation where the employment of two ~~family members~~ relatives or relationship employees could create a potential for fraud.

No employee may participate in any hiring process if a relative or relationship employee is an applicant under consideration.

No employee may participate in any disciplinary process of a relative or relationship employee, those situations will be handled by another supervisor, or as determined by the Mayor and Human Resources Director.

No employee may attempt to interfere in any employment decision involving a relative or relationship employee. This includes, but is not limited to, lobbying on behalf of ~~a relative who is~~ an applicant for a position or under consideration for a promotion, and questioning or disputing the discipline or discharge of an ~~employee relative.~~ The employee will not individually enact employment actions that benefit the relative, relationship employee, or the employee. Such situations will be handled by another employee or as determined by the Mayor and Human Resources Director.

All workplace conduct, anti-harassment, and equal opportunity policies remain fully applicable.

Violations of this policy may include, but are not limited to, transfer of one or both employees to another department, unit or shift, a requirement of one of the employees to resign from the City, or the termination of one or both employees. The decision on which employee will be separated, retained or transferred is at the sole discretion of the Mayor and the Human Resources Director, based on the needs of the City.

City of Superior  
HUMAN RESOURCES POLICY & PROCEDURES

Topic: DISCIPLINARY ACTIONS  
Section: DISCIPLINE  
Number: 16.01

Page 1 of 7  
Date Issued: 4/96  
Date Revised: 12/16/96; 6/21/99  
06/01; 10/01; 2/12/02; 4/05; 4/06  
12/2013; 5/14; 9/22; 3/23; 6/26/26

PURPOSE:

To provide a city-wide policy of progressive discipline and clearly communicate to management, supervisors and employees the elements of disciplinary action definitions and processes for discipline.

An employee will not be disciplined without just cause. The City shall apply the following just cause standards, to the extent applicable:

1. Whether the employee could reasonably be expected to have had knowledge of the likely consequences of the alleged conduct.
2. Whether the rule or order that the employee allegedly violated is reasonable.
3. Whether the City, before imposing discipline against the employee, made a reasonable effort to discover whether the employee did in fact violate a rule.
4. Whether the investigation conducted by the City was fair and objective.
5. Whether the City discovered substantial evidence that the employee violated the rule or order as described in the discipline imposed upon the employee.
6. Whether the City is applying the rule or order fairly and without discrimination against the employee.
7. Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and to the employee's record of service with the City.

POLICY:

A. Definition of Discipline: Discipline includes Written Reprimands, Unpaid Suspensions, Demotions and Terminations. For Police and Fire sworn employees, Statute 62.13 is the prevailing guideline. For all other employees, the Civil Service Commission Disciplinary Procedures Ordinance is prevailing.

B. Causes for Disciplinary Actions. The following may be considered as causes for disciplinary action, although disciplinary actions may be made for other causes:

1. Fraud in securing appointment.
2. Failure to maintain skills and knowledges necessary to perform the duties of the assigned position.
3. Inexcusable neglect of duty or incompetency.
4. ~~Physical or mental disability which prevents the individual from performing the essential functions of the assigned position.~~
5. Insubordination.
6. Unauthorized or wasteful use of public funds, supplies, and equipment.
7. Negligent or willful damage to public property.
8. Use of alcohol or intoxication while on duty or reporting to work under the influence of alcohol, intoxicants or illegal drugs.
9. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on duty. (Wisconsin State Statute Chapter 161)

10. Excessive and inexcusable absences.
11. Absence for in excess of three days of scheduled work without gaining approval from the appointing authority.
12. Conviction of any felony or of a misdemeanor involving any immoral action.
13. Discourteous treatment of the public or other employees.
14. Willful disobedience of a supervisory employee.
15. Violation of a City Council Ordinance or policies of the Human Resources Committee or Police and Fire Commission.
16. Violation of departmental procedures dictated by State and Federal law.
17. Fraudulent use of sick leave or misuses of Family Medical Leave Act leave.

C. Disciplinary Investigation. Issues that could lead to discipline will be discussed with the employee in a timely manner after the issue becomes known.

D. Procedure Relating to Criminal Action:

1. Criminal Action Alleged or Charged. Where the facts alleged in the letter of discharge or reduction constitute a crime, or where the employee has been charged with a crime arising out of the same transaction, and the employee has requested a hearing, he/she may, at any time at least one day before the date of the hearing, request a continuance of his/her hearing for a reasonable period to determine whether a criminal charge will be filed or until after termination of the criminal case. Such a request must be accompanied by waiver of salary for the period of that continuance in case the employee is reinstated.
2. Employee Convicted of a Felony. The Human Resources Director shall be informed as soon as there is knowledge of the conviction of a felony of any employee regardless of the nature of the offense. The appointing authority shall consult with the Human Resources Director and City Attorney prior to determining whether to continue the employment of the employee in view of the felony conviction. Any disciplinary action of an employee based on a felony conviction shall be subject to all the other provisions of Statute 62.13 or the Civil Service Commission Disciplinary Procedures Ordinance, including those pertaining to notices, appeals and hearings of disciplinary actions.

E. Notice of Disciplinary Action:

Notice of disciplinary action shall be served by personal delivery to the employee at the worksite. The date of such delivery shall initiate the period in which a grievance may be filed if applicable.

1. If personal delivery to the employee at the work site cannot be accomplished, notice of disciplinary action shall be served by mailing a copy of the notice by certified mail to the employee, with addressee's signature required. The date of receipt shall initiate the period in which a grievance may be filed if applicable.
2. If receipt of addressee is not received, in 1 above, notice of disciplinary action shall be served by leaving a copy of the notice at the employee's residence in the presence

of a competent member of the household and by thereafter mailing a copy of the notice (via first class mail, postage prepaid) to the employee at his/her residential address. Service of the notice in this manner shall be deemed complete on the 10th day after such mailing for purposes of computing the time limit for filing a grievance if applicable.

3. If service of the notice is attempted, under 2 above, on two separate days, but neither the employee nor any competent member of the household is found present, notice of disciplinary action may be made by thereafter mailing a copy of the notice (by first class mail, postage prepaid) to the employee at his/her residential address. Service of the notice in this manner shall be deemed complete on the 10th day after such mailing for purposes of computing the time limit for filing a grievance if applicable.

Actions taken to effect service of a notice of disciplinary action should be documented and a proof of service should be complete.

#### F. Progressive Discipline Stages

In order to clearly communicate to management, supervisors and employees the elements of disciplinary action, the following definitions will be the policy of the City in dealing with matters of discipline:

##### STAGE I – ORAL WARNING & COUNSELING:

###### A. Oral Warning:

The oral warning is not considered discipline. The oral warning notifies the employee that his/her performance or behavior must be improved. Oral warnings are given by supervisors as an informal discussion designed to assist the employee to fully develop his/her skills and abilities or correct unacceptable behavior.

The warning defines the areas in which improvement is required, and, for performance problems, sets up goals leading to this improvement, and informs the employee that failure to improve will result in more serious action.

Although the supervisor makes a note of the date, time, and content of the warning for their own records, no record is placed in the permanent personnel file unless subsequent action is necessary.

###### B. Counseling:

Counseling is not considered discipline. Counseling is typically done when an oral warning has failed to produce the desired result or the behavior is clearly unacceptable. Usually, the immediate supervisor counsels the employee. The discussion may clarify information or solve problems. When there is a performance or behavior problem, counseling is usually the action taken to assist the employee in clarifying and remedying the problem.

How the counseling interview is conducted is important. Counseling should be designed to resolve the problem early and avoid the need to take disciplinary action. Counseling methods will be included when training supervisors and managers to include the do's and don'ts of the interview as well as the need for proper documentation.

Although the supervisor documents the counseling on an Employee Counseling Report, no record is placed in the permanent personnel file unless subsequent action is necessary. If disciplinary action is taken, the counseling report will become part of the employee's personnel file.

#### STAGE II - WRITTEN REPRIMAND:

A written reprimand is a formal notice to an employee that further disciplinary action will be taken unless his/her behavior or performance improves.

The written reprimand advises the employee in writing of the consequences of failing to improve his/her performance or behavior, and should contain the following:

1. What occurred?
2. The date and time of the event which is the cause of the reprimand or the period of time when the performance problem exists.
3. If there were previous attempts by the supervisor or human resources to correct the issue.
4. What rule, policy, or contract provision has been broken or violated by the employee? Be specific and spell out the entire rule or reference the specific portions of the rules, policies or contracts which are readily available to the employee.
5. What the employee is directed to do to correct the situation. Avoid general statement; be specific; include timelines when appropriate.

The written reprimand is prepared in triplicate. Copies are kept by the supervisor, given to the employee, and filed in the employee's personnel folder in Human Resources.

The employee should be advised of his/her rights to proceed through the grievance procedure for represented employees or their right to file a written statement with the written reprimand. For non-union employees including those employees covered by Wisconsin Statutes' 62.13, the employee may prepare their own written statement responding to the written reprimand which will be filed in the personnel file with the written reprimand.

### STAGE III - SUSPENSION/DEMOTION:

#### A. Suspension:

Suspension is the temporary removal of an employee from his/her duties without pay. The maximum period an appointing authority can impose is 30 calendar days. Suspensions are normally imposed in cases involving serious misconduct or chronic behavioral or performance problems which have not been corrected.

An employee may in some instances be suspended on the spot by the supervisor without taking steps to notice the employee or allow an opportunity to respond. Such action is reserved for cases where, for example, the employee's continued presence constitutes a clear threat to the safety of other employees or to the public.

Salaried employees, under the Fair Labor Standards Act definition of executive, administrative, or professional employees may be suspended without pay for less than a normal work week, in one-day increments.

Suspension action is instituted after consultation with the department management, the Human Resources Director and City Attorney.

#### B. Demotion:

Demotion is the removal of an employee from his/her present class to a lower class. Suspensions are usually preferred over demotions. Demotions may be appropriate when the employee's performance was acceptable in a lower class, but the employee has shown that s/he cannot function at a higher (e.g. supervisory) level.

Failure to meet the requirements of promotional probation shall not be considered disciplinary action.

The standards for documentation under Stage III are:

- a. There has been demonstrated "cause" for the action.
- b. The action is incident specific, or reflective of a range or pattern of specific incidents.
- c. Time limits for response are clearly communicated to the employee.
- d. There is equal application to all staff under the same circumstances and to which the same expectations apply.

### STAGE IV - DISMISSAL:

Dismissal is the permanent removal of an employee from City employment. This action should only be taken when management is satisfied that the employee has been given sufficient opportunity to meet performance or behavior standards and has clearly failed to do so, or for gross misconduct which cannot be tolerated. Dismissal is seldom used for a first offense unless the violation is so serious that no other response is appropriate.

The standards for documentation under Stage IV are:

- a. There has been demonstrated "cause" for the action.
- b. The action is incident specific, or reflective of a range or pattern of specific incidents.
- c. Time limits for response are clearly communicated to the employee.
- d. There is equal application to all staff under the same circumstances and to which the same expectations apply.

Examples of gross misconduct while on duty where there is a preponderance of evidence for which an employee will be automatically terminated and not proceed through progressive discipline process:

1. Physically fighting or threatening violence in the workplace. Physical violence or threatening behavior against co-workers, supervisors, or the public.
2. Sexual assault.
3. Murder.
4. Committing fraud or theft. Stealing City property, cash, or personal items from co-workers.
5. Falsifying reports or records.
6. Bribing or accepting bribes.

## V. APPLICATION OF PROGRESSIVE DISCIPLINE STANDARDS

Typically, the stages of progressive discipline will be followed unless the employee's action or performance is such that a higher level of discipline is warranted. This policy creates no requirement to follow each and every stage for each and every action or performance element. The overall actions and performance of the employee will be considered in issuing discipline. The basis for the policy is to commit that the City will have valid reasons for disciplining employees. The City will also develop a practice of issuing the same levels of discipline for comparable situations.

## VI. GRIEVANCES OR APPEALS OF DISCIPLINARY ACTIONS

- A. A represented police and fire employee's appeal rights for suspension, demotion or dismissal are under the jurisdiction of the Police and Fire Commission as established by Wisconsin Statutes ' 62.13. Police and Fire Commission rules of procedure are controlling for appeals of disciplinary actions.
- B. A non-union non-police/fire employee's appeal rights for suspension or dismissal are under the jurisdiction of the Civil Service Commission as established under City Code Chapter 42 Article III. Civil Service Commission rules of procedure are controlling for appeals of the above disciplinary actions.
- C. A non-union sworn police or fire employee appeal rights for suspension or dismissal are under the jurisdiction of the Police and Fire Commission as established by Wisconsin Statutes ' 62.13. Police and Fire Commission rules of procedure are controlling for appeals of the above disciplinary actions.

D. EXCLUSIONS FROM GRIEVANCES OR APPEALS:

Probationary employees may not grieve or appeal actions defined as discipline (i.e., written reprimand, suspension, demotion, dismissal).

An employee cannot grieve or appeal his/her release from a probationary promotional appointment; however, if s/he had passed probation in the class from which promoted, s/he can file a grievance or appeal of the dismissal from that lower class if that is proposed by the City.

VII. EMPLOYEE REPRESENTATION

Other than for an Oral Warning, when a supervisor requests to meet with an employee to discuss his/her performance or behavior, which could lead to discipline, that employee may request to have a representative present with him/her at that meeting. If an employee initially chooses not to have a representative, but decides during the supervisor meeting that they would like one, the meeting will be stopped until a representative can be present. Presence of a representative shall not delay the meeting for more than 36 hours.

Employees may represent themselves during the grievance or appeal process or they may designate a representative to speak on their behalf. This can be a non-union representative, union representative or attorney. If an attorney representative is designated, all written materials will be directed to the representative with a copy to the employee.

The City will not pay for an employee's representation during the disciplinary, grievance or appeal process when discipline is issued through the supervisory chain of command. This does not apply to another City employee acting as a representative during regular work hours. The City may elect, but is not required to represent the employee on a charge brought before the Police and Fire Commission or Civil Service Commission when it is not issued through the supervisory chain of command, is not a result of an illegal act or negligence and is approved by the City Attorney and authorized by the Mayor.

# City of Superior

## Chief of Staff to the Mayor

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### Mayor's Office

#### Summary

##### Purpose & Overview

The Chief of Staff performs and oversees all administration functions of the Mayor's office.

**Supervisor** Mayor ~~with additional direction from the City Council~~

#### General Responsibilities

1. Respond promptly to constituent ~~concerns or inquiries~~ by gathering information, coordinating with City staff or others; discusses constituent ~~complaints or concerns~~ or inquiries with the Mayor and receives direction; responds to constituent via letter, phone, or email, or social media; researches and follows up on status of projects of pending issues.
2. Coordinate day-to-day operation of the Mayor's office; manages workload, is first responder~~ed~~ to items of urgency, coordinates office's response to news or changing policy.
3. Attends Mayor office meetings, including regular Department Head meetings; monitors and research items on Mayor's agenda, prepares reports of findings and recommendations.
4. Prepare and monitor office's budget, including processing check requests, monitoring balances, and planning annual budget, as well as managing unexpected variables.
5. Attend outside meetings during both workday and evening, including special meetings on urgent issues in the community, and others of a variable nature; represent Mayor at wide variety of meetings both during workday and evening, as required.
6. Prepare and organize Mayor's meetings and travel, including goals, location, equipment, agenda, participants, and any other variables.
7. ~~Supports and coordinates the Superior Days effort with and on behalf of the Mayor. Assist Mayor with special media events, as required; assist Mayor in preparing articles for local media.~~
8. ~~Leads inter-governmental coordination on behalf of the Mayor with Federal, State, Tribal, Regional and Local partners. Assist Mayor with social media, including managing or~~

- ~~supervising all City pages and accounts, responding to public and private comments and preparing posts.~~
9. ~~Support and coordinate the Superior Days effort with and on behalf of the Mayor.~~
  9. Plan, organize, execute, and present status reports on Mayor's mission, goals, and objectives and organize the annual State of the City address.
  10. Develop a professional development plan in coordination with the Mayor.
  11. Perform other or related duties as assigned.

## Qualifications

### Education & Experience Requirements

Any combination of experience and training which would provide the required knowledge and abilities is qualifying. A typical way of qualifying for this position would be through:

1. Equivalent to a bachelor's degree in the Liberal Arts or closely related field preferred.
2. Three years of relevant experience that would provide the required knowledge and abilities.

### Knowledge

1. Research methods, data analysis, and preparation of reports.
2. Advanced administration, organization, and policy analysis of municipal, state and federal government.
3. Functions of the Mayor's office and City Council.
4. City political and administrative processes and procedures and knowledge of the Superior community.
5. Function of various City Departments and ability to find answers for the public and the City Council.

### Skills

1. Interpersonal communication; especially respectful and compassionate verbal communication, both technical and stylistic written communication, and mass communication via traditional and new media.
2. Time management, organization, and general professional skills.
3. Intermediate level desktop computers, computer applications and software, and social media.

- 4. City political and administration processes and procedures and knowledge of the Superior community.
- 3-5. Function of various City Departments and ability to find answers for the public and the City Council.

### **Ability**

1. Lead in the formulation, implementation, and coordination of City policies.
2. Analyze and track state and federal legislation.
3. Balance conflicting priorities in a public office environment.
4. Communicate clearly and concisely, both verbally and in writing.
5. Collect, compile, analyze and interpret statistical data.
6. Research City policies and discuss policy recommendations.
7. Establish and maintain effective working relationships.
8. Tactfully, respectfully, and compassionately respond in a timely manner to inquiries and concerns from the public

## **Position Characteristics**

### **Reporting Lines**

The Chief of Staff reports directly to the Mayor. ~~and takes direction from the City Council.~~ The Chief of Staff works closely with all the department heads, communication coordinator, city councilors and most supervisors in the city.

**Direct Reports** None

### **Position Conditions**

Most work is conducted during regular city business hours but will also require attendance at after-hours meetings with the City Council, and other city commissions and committees. Most administrative work is conducted indoors in an office in the Superior/Douglas County Government Center.

**Funding** General Fund/Property Tax,

## **The City of Superior**

## Offers

Full-Time employees are eligible for Wisconsin Retirement System, Health/Dental/Life Insurance, and Paid Time Off.

Non-Exempt/eligible for comp time and overtime.

<https://www.governmentjobs.com/careers/superiorwi>

## Requires

Driver License Requirement: Must possess valid driver's license or be able to provide a suitable form of transportation as approved by the supervisor.

Post Job Offer Medical Examination Requirement: Must pass the medical examination requirements established for the specified occupational grouping, and drug screen prior to hire.

Must pass a 12-month probationary period to demonstrate skills and abilities to perform the requirements of the position.

Residency Requirement: None.

Bargaining Unit: Non-Union

EEOC Job Category: 06 – Administrative Support

EEOC Function Code: 01 – Financial/Administration

Worker's Compensation Class Code: 8810 - Office



# Superior Police Department Memorandum

TO: Human Resource Committee

FROM: Assistant Chief Michelle Pope

DATE: 05/12/26

SUBJECT: Community Response Specialist – Lead (CRS-Lead)

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The Superior Police Department's Community Outreach and Response Team (COAR+) is a hybrid co-response policing model working to provide services and assistance to those who need it in our community. Our COAR+ Team began in September of 2021 when Jen Stank was hired as our first Community Response Specialist (CRS). Due to the hard work of CRS Stank and COAR+ Team Supervisor Sergeant Brad Jago, the program has been very successful. The addition of the CRS generated an exceptional response from officers and the community. Due to the program's success, we sought and were granted approval for a second CRS in the summer of 2024.

As the program has grown, so have the responsibilities of CRS Stank. She has taken on many additional duties that were not originally part of her job description. She has done this while maintaining the core efforts of the CRS position and the COAR+ program.

In addition to the duties outlined within the current CRS job description, CRS Stank has taken a leadership role and is now responsible for a number of additional duties. Those duties include:

1. Participate in the application process for grants.
2. Manage all grants related to the COAR+ Program.
  - a. Responsible for quarterly grant reporting and any required grant modifications.
3. Oversee Naloxone program – within the police department and through community outreach to include training of officers and civilians.
4. Oversee the IndiGO Peer Support Program and staff.
5. Review Patrol reports and daily activities and assign to CRS and themselves as appropriate.
6. Coordinate/Chair the Substance Use Response Team; a multi-disciplinary team aimed at combating substance abuse through a coordinated, community effort.
7. Handler for Therapy Dog "Millie"

The COAR+ program is under the supervision of Patrol Sergeant Brad Jago. Until recently, Sergeant Jago had been assigned to the midnight patrol shift. While Sergeant Jago is now working the day shift, he is on a four-on four-off rotation which can create challenges when it comes to the day-to-day oversight and supervision of the team.

The creation of the CRS-Lead position will offer a more accurate representation of the actual work being done by CRS Stank. In addition, it will allow CRS Stank a position in which will enable her to offer course correction and give direction to the second CRS.

While CRS Stank has remained with us since the inception of the COAR+ program, we have had two people hired as a second CRS that have ultimately resigned from their position. We are currently in the hiring process to fill the second CRS position. We believe that the adoption of the CRS-Lead position will help to create a more structured team. It will offer stability and alleviate the challenges that we've experienced in the past with the day-to-day activities of the team.

With the added responsibilities of the CRS-Lead, a \$2.00/hour increase in pay is appropriate compensation for the additional work required and the leadership structure of the position.

Michelle Pope  
Assistant Chief of Police



# Superior Police Department Memorandum

TO: Human Resources Committee

FROM: Chief Paul Winterscheidt

DATE: May 1st, 2026

SUBJECT: Police Sergeant Wage Step Adjustment

The Superior Police Department is requesting approval to adjust the wage placement of all Police Sergeants currently assigned to Grade K of the City of Superior Non-Union Pay Plan so that no Police Sergeant is placed below Step 8, effective July 1, 2026.

This request does not change the Police Sergeant classification, grade, job description, or supervisory authority. It establishes Step 8 as the minimum wage placement for incumbent Police Sergeants. Sergeants currently placed above Step 8 would remain at their current step.

The Department is requesting a mid-year implementation date in order to reduce the impact on 2026 budget priorities while still addressing an immediate wage compression and recruitment issue.

Under the 2026 Non-Union Pay Plan, Police Sergeant is assigned to Grade K. Grade K Step 8 is \$47.19 per hour. The Department's goal is to maintain an appropriate wage separation between first-line supervisors and the highest-paid bargaining unit employees they supervise. Effective July 1, 2026, the highest union wage is \$42.09 per hour for Detective and Investigator positions with more than 10 years of service. Effective January 1, 2027, that same highest union wage increases to \$43.77 per hour.

At Grade K Step 8, the lowest-paid Sergeant would be paid \$5.10 per hour above the highest-paid union member as of July 1, 2026. That equals \$10,608 annually when annualized using 2,080 hours. The police union contract uses 2,080 hours as the annual full-time basis for calculating hourly rates.

Wage Separation Comparison

Comparison	Sergeant Step 8	Highest Union Wage	Hourly Difference	Annualized Difference	Percent Separation
Effective July 1, 2026	\$47.19	\$42.09	\$5.10/hr	\$10,608.00	12.12%
Effective January 1, 2027, assuming no non-union wage increase	\$47.19	\$43.77	\$3.42/hr	\$7,113.60	7.81%

This proposal creates an appropriate wage separation in 2026 and reduces the compression concern going into 2027. However, because the police union contract already provides a known 4% increase effective January 1, 2027, the separation between the lowest-paid Sergeant and the highest-paid union member would narrow from approximately 12.12% to approximately 7.81% if no non-union adjustment is approved for 2027.

That 2027 comparison demonstrates that the proposed Step 8 minimum is a modest and targeted correction. It does not create an excessive supervisory wage gap. Instead, it addresses the immediate compression problem while recognizing that additional compression will return if non-union wages remain unchanged while union wages increase.

**Rationale, Operational Need, and Supporting Sources**

The City’s Non-Union Salary and Benefit Policy supports consideration of recruitment and retention when establishing wage rates. The policy states that, in establishing salary schedules and wage rates, consideration should be given to comparable employment, the level of payment required to secure properly qualified employees, the need to retain employees in service, and the City’s ability to pay.

The current Grade K placement creates a wage compression issue between Police Sergeants and senior or specialty bargaining unit employees. Effective July 1, 2026, the union contract establishes the following rates:

Union Position	2026 Hourly Rate	2027 Hourly Rate
Police Officer Step D	\$37.83	\$39.34
Master Police Officer	\$39.34	\$40.91
Detective	\$41.42	\$42.77
Detective >10 years	\$42.09	\$43.77
Vice/Narcotics, LSFT/ICAC, LSD&VC Investigator	\$41.12	\$42.77
Investigator >10 years	\$42.09	\$43.77

By comparison, the current Sergeant wage range begins at \$39.51 per hour and does not reach \$47.19 per hour until Step 8. Sergeants placed below Step 5 are paid less than the highest-paid union positions in 2026, and even Step 5 provides only \$1.81 per hour, or approximately 4.30%, of separation from the highest 2026 union rate. This separation is not sufficient for a first-line supervisory position responsible for field leadership, employee accountability, critical incident decision-making, administrative review, performance management, and policy enforcement.

The operational impact has already been demonstrated. The Department recently had to vacate a Sergeant eligibility list because of a lack of qualified applicants. A subsequent process produced only a small number of qualified applicants for two patrol Sergeant vacancies, and those applicants only minimally met the qualifications. Despite having experienced officers within the Department, experienced officers did not apply.

The Department believes the current wage compression is a significant contributing factor. Experienced officers may reasonably conclude that promotion to Sergeant does not provide enough financial benefit to justify the additional supervisory liability, administrative workload, schedule demands, leadership expectations, and loss of certain bargaining unit advantages.

The total compensation structure further supports this request. Union longevity is percentage-based: 1.5% of base wage after 10 years, 2% after 15 years, 2.5% after 20 years, and 3% after 25 years. Non-union longevity is a fixed hourly amount: \$0.20 per hour after 5 years, \$0.30 per hour after 10 years, \$0.45 per hour after 15 years, \$0.65 per hour after 20 years, and \$0.90 per hour after 25 years.

Years of Service	Highest Union Base Rate	Longevity Added	Total Hourly Compensation
10 years	\$43.77	\$0.66	\$44.43
15 years	\$43.77	\$0.88	\$44.65
20 years	\$43.77	\$1.09	\$44.86
25 years	\$43.77	\$1.31	\$45.08

Because union longevity grows with the employee’s base wage while non-union longevity is fixed, the apparent base-wage separation between Sergeants and senior union employees overstates the actual total compensation separation. This becomes especially important in 2027, when the known union wage increase reduces the base wage separation even further if non-union wages remain unchanged.

If Sergeant Step 8 is \$47.19/hour, the actual 2026 separation from the highest-paid experienced union member would be:

Comparison	Sergeant Step 8	Highest Union Total Hourly	Difference	Percent Separation
vs. 10-year highest union member	\$47.19	\$42.72	\$4.47	10.46%
vs. 15-year highest union member	\$47.19	\$42.93	\$4.26	9.92%
vs. 20-year highest union member	\$47.19	\$43.14	\$4.05	9.39%
vs. 25-year highest union member	\$47.19	\$43.35	\$3.84	8.86%

Moving all Police Sergeants to at least Step 8 would not create an excessive wage gap. It would restore a modest, targeted, and defensible supervisory differential in 2026 while partially protecting against the known compression that will occur in 2027.

**2026 Budget Impact**

The requested implementation date is July 1, 2026. Because the adjustment would take effect halfway through the budget year, the 2026 cost would be limited to the remaining six months of the year.

The following table shows the estimated cost to move one Sergeant from each lower step to Step 8 for the period of July 1, 2026 through December 31, 2026.

This calculation uses 1,040 hours, representing one-half of the 2,080-hour annual calculation used in the police union contract.

Current Step	Current Rate	Proposed Step 8 Rate	Hourly Increase	Estimated 2026 Cost per Sergeant, 7/1–12/31
Step 2	\$40.61	\$47.19	\$6.58	\$6,843.20
Step 3	\$41.71	\$47.19	\$5.48	\$5,699.20
Step 4	\$42.80	\$47.19	\$4.39	\$4,565.60
Step 5	\$43.90	\$47.19	\$3.29	\$3,421.60
Step 6	\$45.00	\$47.19	\$2.19	\$2,277.60
Step 7	\$46.10	\$47.19	\$1.09	\$1,133.60
Step 8 or higher	No change	No change	\$0.00	\$0.00

**2026 Cost Calculation**

To determine the final 2026 budget impact:

**Number of affected Sergeants at each step × hourly increase × 1,040 hours**

**Budget Cost Worksheet**

Current Step	Number of Sergeants	2026 Cost per Sergeant	Estimated 2026 Cost
Step 2	1	\$6,843.20	\$6,843.20
Step 3	2	\$5,699.20	\$11,398.40
Step 4	1	\$4,565.60	\$4,565.60
Step 5	0	\$3,421.60	\$0
Step 6	2	\$2,277.60	\$4,555.20
Step 7	1	\$1,133.60	\$1,133.60
Step 8–10	1	\$0.00	\$0.00
<b>Total Estimated Base Wage Cost</b>			<b>\$28,496.00</b>

This estimate reflects base wage only. Finance and Human Resources may need to add employer payroll-related costs, including applicable retirement, FICA/Medicare, and other wage-driven benefit costs.

## Funding Source

The Department proposes funding the 2026 cost of this adjustment through existing Police Department salary budget savings.

The Department's current salaries budget analysis projects that the Police Department will utilize approximately 87% of its 2026 regular salary budget. Based on the current projection, the salary budget is expected to have an anticipated remaining balance of \$672,674.99 for 2026.

This salary surplus is primarily the result of vacant Police Department positions that the Department has been unable to fill. Those same vacancies are part of the broader operational challenge this proposal is intended to address. The Department has been unable to maintain full staffing, and wage compression at the Sergeant level has contributed to difficulty recruiting qualified internal candidates for supervisory vacancies.

The Department's overtime budget is currently projected to have a modest surplus of approximately 3%, so overtime is not being proposed as the funding source and should not be a factor in funding this request.

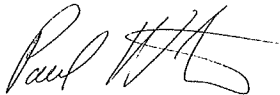
Because the regular salaries budget is projected to be significantly underutilized, the Department believes there is sufficient existing salary budget capacity to fund this mid-year Sergeant wage step adjustment without disrupting other 2026 budget priorities and without requiring a separate funding source, while also ensuring adequate contingency funds for unforeseen public safety wage pressures.

The proposed funding source is therefore:

Projected 2026 Police Department regular salary budget surplus resulting from vacant sworn positions. This funding approach is fiscally responsible because it uses existing personnel budget authority to correct a personnel compensation issue within the same department. It also limits the 2026 impact by implementing the adjustment mid-year rather than retroactively or as a full-year cost.

This funding source and wage allocation are consistent with Wisconsin's Maintenance of Effort requirements for public safety services. Wisconsin law requires municipalities to certify maintenance of effort for law enforcement, fire, and emergency medical services under Wis. Stat. § 66.0608(2m), and the Department of Revenue identifies law enforcement employment costs as part of that certification framework. This proposal uses existing Police Department salary budget authority to fund sworn supervisory wages within the same law enforcement function. It does not reduce law enforcement staffing, reduce the law enforcement budget, or divert public safety funds to a non-public-safety purpose. Rather, it reallocates projected salary savings from vacant sworn positions to address a law enforcement supervisory compensation issue, which supports the City's ability to maintain police services and remain compliant with Maintenance of Effort expectations.

Respectfully,



Paul Winterscheidt  
Chief of Police

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# SUPERIOR

W I S C O N S I N

Living up to our name.

Deb Williams, Human Resources Director  
Beth Archer, Human Resources Specialist  
Trish Lough, Administrative Assistant

Phone: (715) 395-7210  
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1316 North 14<sup>th</sup> Street, #301  
Superior, WI 54880  
Website: [www.superiorwi.gov](http://www.superiorwi.gov)

June 10, 2026

**HRC Agenda: June 15, 2026**

TO: Human Resources Committee  
FROM: Deb Williams, Human Resources Director  
RE: Request to Fill Positions

Recommendation: Approve request to fill positions as described below.

A) Light Equipment Operator – ESD: Regular full-time, benefitted, non-union position. This position is vacant due to a promotion. The 2026 wage range is \$23.90 -29.87.

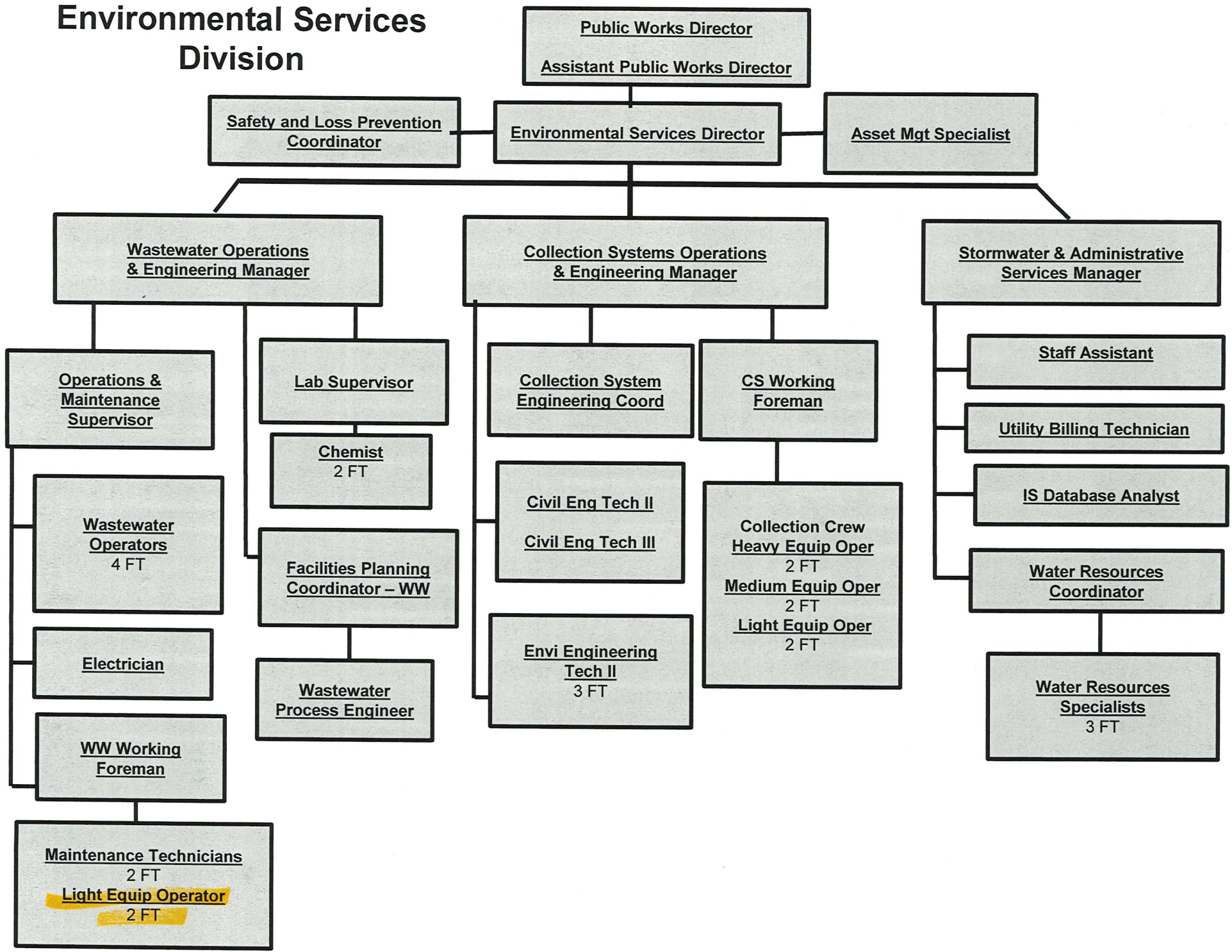
Approve filling positions as described above:

6/10/26

Jim Paine, Mayor

Date

# Environmental Services Division



# City of Superior **Museum Manager**

## **Historic Properties - Parks, Recreation, & Forestry Division of Public Works Department**

### **Summary**

#### Purpose & Overview

Oversee the management and care of the artifact collections for the City’s Historic Properties. Curate museum exhibits, present public programming, and provide event support. Oversee and train volunteers and tour guides, and develop and oversee curatorial internship program.

**Supervisor** Museum Director

### **General Responsibilities**

#### Collections Management

1. Develop the City’s Historic Properties collection at all sites.
2. Seek out and acquire archival material for growing archives, including manuscripts, memoirs, letters, diaries, photos, newspaper articles, etc.
3. Expand on oral history by seeking out participants and volunteer oral history records.
4. Propose and manage an annual workplan for collections. Identify sources for funding proposals as needed for the care and management of the City’s Historic Properties collections.
5. In collaboration with the Director, develop policies and procedures relating to museums collections care.
6. Prepare and maintain computerized collection records to establish and verify legal ownership, to demonstrate accountability, and to provide appropriate access and information to the staff and the public. Records include acquisition, inventory and location, provenance, loans, donors, object treatment, and environmental conditions.

7. Monitor the condition of the museums' environment and make recommendations for care and improvement of conditions to ensure proper maintenance of the collections and facilities.
  - a. Plan and perform an annual housekeeping program.
  - b. Monitor and document environmental conditions in exhibit and storage areas. Plan and implement improvements.
  - c. Conduct routine inventory of collections including condition surveys and recommend preservation methods. Identify artifacts requiring professional conservation treatment or cleaning.
  - d. Document and report artifact damage, loss, or theft.
8. Propose and enforce appropriate use of artifacts in the collections.
9. Plan, implement, and enforce security and disaster plans and policies.
10. Develop acquisition and deaccession plans based on City policies related to the Historic Properties.
11. Identify and recommend objects for loan, acquisition, or deaccession.
12. Plan and execute current and future Historic Property exhibits by recommending appropriate artifacts in the Historic Property collections and/or by loan.
13. Assist Director in the development, design, and installation of appropriate museum exhibits.
14. Prepare an annual supply list for collections care and records management.
15. Work with outside experts to perform conservation surveys and recommend conservation treatment of artifacts.
16. Select and train volunteers and interns in accessioning, registering, and inventorying tasks, and in general housekeeping, object cleaning, and condition reporting.
17. Communicate with the public and professional resource people about the City's Historic Property collections.
18. Supervise/conduct the research and compilation of historical and other data to determine authenticity of artifacts.
19. Assist with marketing the City's Historic Properties collections and current exhibits utilizing the website, social media, and other mediums. Provide articles for the quarterly newsletter.

#### Personnel and Museum Management

1. Recruit, train, and supervise seasonal Tour Guides at all sites, to include discipline as needed.
2. Recruit work-study students and submit required paperwork to their campus.

3. Recruit, train, schedule, and supervise volunteers.
4. Assist with compiling data and information for the Annual Report.
5. Assist with securing and maintaining grants and gifts and develop new ways to build revenue through special events and fundraising.
6. Provide support and work at fundraising activities, public events, and programs.
7. Give tours at all three museums as needed.
8. Receive calls on weekends by Tour Guides concerning problems, suggest solutions to the problems.
9. Represent the City's Historic Properties at local, regional, and national conferences and meetings.
10. Serve on community committees, service clubs, and boards to increase community outreach and build partnerships.
11. Perform other related duties as required.

## **Qualifications**

### **Education & Experience Requirements**

1. Bachelor degree in Museum Studies, Collections Management, History, Business/Non-Profit Administration, or other related degree. Advanced degree preferred.
2. Three to five years of experience working in museums, nonprofit management, or business.
3. Three years of experience managing collections and staff preferred.

### **Knowledge**

1. Thorough knowledge of collections and exhibit management.
2. General knowledge of computer applications (i.e. Microsoft Office) and financial management software (i.e. QuickBooks).

### **Skills**

1. Perform varied complex collections work involving independent judgment with accuracy and speed.
2. Use sound judgement in making decisions.
3. Work independently with motivation.

### **Ability**

1. Communicate clearly and concisely, both verbally and in writing.

2. Hire, train, supervise, and discipline paid staff and volunteers.
3. Prioritize and schedule work and meet deadlines.
4. Compose and edit correspondence.
5. Set up and maintain files and complex records, including confidential files and privileged information.
6. Gain thorough knowledge of roles, policies, and procedures of the City's Historic Properties.
7. Understand, apply, and explain laws, ordinances, policies, and procedures governing the City's Historic Properties.
8. Model positive and professional behavior to others.
9. Evaluate and resolve potentially sensitive issues.
10. Establish and maintain effective working relationships with others.
11. Operate computer systems and software to complete required tasks.

## **Position Characteristics**

**Reporting Lines** Museum Director

**Direct Reports** Administrative Assistant, Volunteers, Tour Guides, Interns. Works closely with partner organizations who assist with care and preservation of the City's Historic Properties.

## **Position Conditions**

1. Perform the physical requirements to accomplish the responsibilities of the job, with or without reasonable accommodation.
2. Regularly lift and move up to 25 pounds, occasionally lift and move up to 50 pounds.
3. Occasionally required to set up tables, chairs, supplies, and equipment.
4. Occasionally exposed to outdoor weather conditions.
5. Occasionally required to work in very warm conditions inside the museums.
6. Noise level is typically moderate but can be higher based on the number of visitors at the museums.

**Funding Source** Historic Properties Fund

## The City of Superior

### Offers

Full-Time employees are eligible for Wisconsin Retirement System (WRS), Health/Dental/Life Insurance, and Paid Time Off.

Exempt but eligible for comp time.

<https://www.governmentjobs.com/careers/superiorwi>

### Requires

[Must successfully complete a Wisconsin approved Responsible Beverage Server \(RBS\) training course.](#)

[Must hold a valid Tavern Operator License with the City of Superior.](#)

Must pass criminal background check.

Must possess and maintain valid driver's license and insurance or be able to provide transportation as approved by supervisor.

Must pass post job offer medical exam for the specified occupation, and drug screen.

Must pass a 12-month probationary period to demonstrate skills and abilities to perform the requirements of the position.

No Residency Requirement

Non-Union | Exempt

EEOC Job Category 02 | Professionals

EEOC Function Code 06 | Natural Resources

WC Class Code 8810 | Office

# City of Superior

## Museum Director

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### Historic Properties - Parks, Recreation, & Forestry Division of Public Works Department

#### Summary

##### Purpose & Overview

Responsible for administration and operation of Superior's historic properties, to include the Fairlawn Mansion, S.S. Meteor, and Old Firehouse and Police Museum. May also include other historic properties owned by the City of Superior. Leads development and fundraising activities, public relations, marketing, and education activities. Sets professional standards for operation in areas of acquisitions, preservations, interpretation, and presentation of artifacts and programming. Oversees the renovation, preservation, and general care of the city's historic properties.

**Supervisor** Parks, Recreation, & Forestry Director

#### General Responsibilities

##### Financial Health & Development

1. Develops the annual budget for the historic properties fund. Seeks to minimize and eventually eliminate the city's general fund contribution.
2. Plans, oversees, and executes new fundraising activities and events.
3. Conduct thorough research to identify potential grant opportunities. Develop persuasive grant proposals. Track grant budgets and maintain necessary records.
4. Oversees the preparation and administration of gifts and grants from government agencies, private foundations, corporations, organizations, and individuals.
5. Balances income and expenditures to assure financial stability for the organization through outside revenue sources like public, corporate, foundation, and individuals.

### Strategic Direction

1. Develops and articulates the strategic direction of the organization and implements strategies to carry out a unified vision and mission and long-term financial independence.
2. Provides strategic support and direction to develop a comprehensive plan to grow Museum membership and relevance in the community.
3. Monitors public history trends and recommends appropriate programs/events to keep pace with the changing environments.

### Community Outreach and Marketing

1. Spokesperson and representative for Superior Historic Properties at professional, civic, and social events and conferences to strengthen relationships with the community, cultural professionals, and civic organizations.
2. Works with the city and external public relations resources to ensure consistent and professional public relations and develop and implement a comprehensive marketing and membership recruitment and communication plan – that includes social media use, website management, newsletter development, and the creation of promotional materials for special events.
3. Coordinates event planning and successful execution of public and private special events at each of the historic property locations.
4. Works with the staff to develop education strategies and programs which enhance the public's understanding and involvement in the cultural heritage that our historic properties represent.
5. Develop a collaborative relationship with the Superior Tourism Development Commission and marketing team to facilitate cross-promotion in tourism marketing. Use joint strategies to enhance traveler engagement and boost overall impact. Collaborate closely with Superior Tourism Information Center leadership to advance the mission of enriching travelers' experiences while visiting and staying in the City of Superior.

### Curator, Conservator and Property Maintenance

1. Ensures that accepted professional museum policies and practices are followed in the management of the City of Superior's historic properties and collections.
2. Oversees and leads preservation work on the city's historic properties.
3. Regularly conducts site reviews and inspections to prioritize project lists to ensure high

standards of appearance and readiness are maintained.

4. Oversees and approves the development, designs, and installs of appropriate historic properties exhibits.
5. Develops strategies to optimize each historic property's use.
6. Establishes high standards of building maintenance, operations, and safety commensurate with a high-visibility and architecturally unique structure.
7. Participates in all activities associated with planning and decision-making required to maintain the safety, appearance, and effective/efficient use of the facility and conduct of daily activities.
8. Supervises all vendor contracts associated with structure maintenance and operations including janitorial, fire detection, fire protection, HVAC, security, electrical, and mechanical.
9. Responds to all building system failures and supervises all activities required to restore proper operation.
10. Plans for and supervises building structure and service systems repair, alteration, and upgrade projects.
11. Responds to building security alerts, ensuring proper response is undertaken and proper security system operation is maintained.
12. Manages the building key system for access control.
13. Coordinates with other historic properties staff to minimize the impact of building maintenance and operations activities during museum functions.

#### Personnel & Relationship Management

1. Provides integral leadership to staff and volunteers for consistent direction, communication, organizational alignment, and vision.
2. In conjunction with city human resources staff, develops and maintains personnel policy and job descriptions.
3. Along with the Museum Manager and city human resources staff, responsible for hiring, managing, disciplining, and conducting performance reviews of staff.
4. Recommends appropriate compensation, recognition, and disciplinary actions to the city human resources director.
5. Develops and maintains an effective working relationship with the City's leadership (Mayor, City Council, etc.) to support partnership with the City.
6. Manages donor relationships including identification of prospective high-level donors, stewardship, and growing current support.
7. Develops administrative processes to inform the staff and volunteers as to key

decisions, meetings, and information to aid in understanding of outcomes.

8. Develops and maintains an effective working relationship with other local preservation groups.

## **Qualifications**

### **Education & Experience Requirements**

1. Bachelor degree in Museum Studies, History, Business Administration, or other related degree. Advanced degree preferred.
2. Five-seven years of management experience working in museums or historic properties, nonprofits, or businesses. Or three years of experience at a senior management level with experience managing staff and handling all human resources related matters.
3. Other related certification programs or work experience considered.

### **Knowledge**

1. Thorough knowledge of contemporary museum policies, practices, and ethics.
2. Thorough knowledge of Microsoft Office and the Google Suite.

### **Skills**

1. Develop and implement strategic plans.
2. Financial administration.
3. Success in entrepreneurial and fundraising activities including membership campaigns, sponsorships, capital campaigns, acquiring public/private grants, etc.
4. Advanced written, public speaking, and technology-based/social media communication skills.
5. Demonstrate passion for preserving history, and enthusiasm for passing that on to others.
6. Be a creative and innovative thinker.

### **Ability**

1. Communicate clearly and concisely, both verbally and in writing.
2. Work cooperatively, diplomatically, and effectively with the staff, volunteers, City of Superior leadership, and other diverse constituencies to enhance the image, credibility, and recognition of Superior Historic Properties through leadership and strategic vision.
3. Be successful in community outreach and building public and private partnerships.

4. Draft and review budget forecasts for accuracy and oversee expenditures for budget control.
5. Effectively manage multiple, complex projects with overlapping timeframes and deadlines.
6. Be self-motivated and achieve timely detail-oriented results.
7. Hire, train, supervise, and discipline paid staff and volunteers.
8. Gain thorough knowledge of roles, policies, and procedures of the City's Historic Properties.
9. Understand, apply, and explain laws, ordinances, polices, and procedures governing the City's Historic Properties.
10. Model positive and professional behavior to others.
11. Evaluate and resolve potentially sensitive issues.
12. Establish and maintain effective working relationships with others.
13. Operate computer systems and software to complete required tasks.

## **Position Characteristics**

**Reporting Lines** Parks, Recreation, & Forestry Director

**Direct Reports** Museum Manager and Maintenance Coordinator. Works closely with other museum staff, volunteers, and partner organizations who assist with care and preservation of the City's Historic Properties.

## **Position Conditions**

1. Work a variable schedule to include occasional weekends and evenings as needed.
2. Perform the physical requirements to accomplish the responsibilities of the job, with or without reasonable accommodation.
3. Regularly lift and move up to 40 pounds.
4. Occasionally required to set up tables, chairs, supplies, and equipment.
5. Occasionally exposed to outdoor weather conditions.
6. Occasionally required to work in very warm conditions inside the historic properties.
7. Noise level is typically moderate but can be higher based on the number of visitors at the historic properties.

**Funding Source** Historic Properties Fund

## The City of Superior

### Offers

Full-Time employees are eligible for Wisconsin Retirement System (WRS), Health/Dental/Life Insurance, and Paid Time Off.

Exempt, not eligible for comp time or overtime.

<https://www.governmentjobs.com/careers/superiorwi>

### Requires

Must successfully complete a Wisconsin approved Responsible Beverage Server (RBS) training course.

Must hold a valid Tavern Operator License with the City of Superior.

Must pass criminal background check.

Must possess and maintain valid driver's license and insurance or be able to provide transportation as approved by supervisor.

Must pass post job offer medical exam for the specified occupation, and drug screen.

Must pass a 12-month probationary period to demonstrate skills and abilities to perform the requirements of the position.

No Residency Requirement

Non-Union | Exempt

EEOC Job Category 02 | Professionals

EEOC Function Code 06 | Natural Resources

WC Class Code 8810 | Office

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City of Superior  
Human Resources Policy and Procedures

Page 1 of 2  
Date Issued: 06/15/2026  
Date Revised:

Topic: Position Control Policy  
Section: General Organizational Issues  
Number: 01.17.

**Purpose**

To establish formal guidelines and procedures for the creation, modification, reclassification, and elimination of positions within the City of Superior. This policy ensures that staffing levels align with the annual budget, strategic priorities, and applicable federal and state classification standards.

**Scope**

This policy applies to all employees and departments regardless of funding source.

**Policy Guidelines**

**Authorized Positions**

Each year's approved budget establishes the maximum number of Full-Time Equivalent (FTE) and Part-Time Equivalent (PTE) positions allocated to each department. Departments may not exceed their authorized staffing levels without prior approval from the Human Resources Committee (HRC) and the City Council.

**Job Descriptions**

Every position must have a Job Description (JD) on file with Human Resources. The JD must clearly define the Division, Department, Purpose & Overview, General Responsibilities, Education & Experience Requirements, Knowledges, Skills, Abilities, Reporting Lines, Position Conditions, Funding Source, Job Offers, and Requirements.

**Position Control Actions**

The City of Superior's position control data management system is the system of record for all staffing data. Any action affecting a position will be processed through a Personnel Action Form (PAF) or through the agency's human capital management system.

**Roles & Responsibilities**

**Department Directors & Division Managers**

- Ensure staffing levels and duties remain within the allocated budget requirements
- Initiate requests for new positions, reclassifications, or eliminations

- As vacancies occur, ensure job descriptions are updated and match an authorized vacation position in position control.

#### **Human Resources Department**

- Maintain the official Position Control system and master organizations charts
- Ensure all position descriptions for compliance with the Job Description Guide, classification standards, and compensation plans.
- Confirm that any position being posted matches an authorized vacation position in position control.

#### **Finance Department**

- Verify that funds are available for all position-related actions.
- Track personnel expenditures monthly against approved departmental budgets.
- Approve funding plans for new or modified positions and provide HR with the appropriate general ledger allocations.

#### **City Council**

- Authorize the annual personnel budget and total authorized FTE count.
- Approve any position reclassifications requiring additional unbudgeted funds.

#### **Human Resources Committee**

- Authorize all requests to fill vacancies for positions classified as professional-level positions (Appendix A). Positions classified as clerical or technical (Appendix C) are exempt from Human Resources Committee approval and may be posted immediately upon vacancy, provided the position is authorized within the current budget and a current job description is on file.



Living up to our name.

## Superior Fire Department

Camron Vollbrecht, Fire Chief  
 Superior Fire Department  
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 Superior, WI 54880

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 www.superiorwi.gov

### Memorandum

DATE: June 11<sup>th</sup>, 2026  
 TO: Human Resource Committee  
 FROM: Camron Vollbrecht, Fire Chief  
 RE: Assistant Fire Chief and Battalion Chief wage grade adjustment

#### Introduction and Background

The Firefighters IAFF Local 74 has negotiated contracts over the past 10 years that produced wage increases that have outpaced the increases of our Assistants Fire Chief and Battalion Chiefs. This has resulted in a compression of wages between our firefighters and command staff.

In 2017 the top step Captain Specialist hourly rate was just under 96% of a step one Battalion Chief hourly rate. In 2026 that same top step Captain Specialist rate is just over 103% of a step one Battalion Chief. The compression issue will worsen in 2027 and 2028 given the Local 74 contract. Estimating a 3% increase to the Battalion Chief wages in 2027 and 2028, that same top step Captain Specialist rate will be 108% of the step one Battalion Chief rate in 2028. That represents a 12% compression of wages from 2017 to 2028.

To put this into context, a top step Captain Specialist promoted to a Battalion Chief in 2028 would need to start at step 7 to receive the 5% increase based on city policy. Additionally, in 2028 a top step Captain Specialist promoted to Assistant Chief they would need to start at step 5 to receive the 5% increase based on city policy.

#### Budget Considerations

The cost of increasing the Battalion Chiefs and Assistant Chief wages can be absorbed into the 2026 Fire Department budget if implemented on October 1<sup>st</sup>, 2026.

#### Recommendation

I recommend the Human Resources Committee re-grade the Battalion Chiefs to Grade M and the Assistant Fire Chief to Grade O on October 1<sup>st</sup>, 2026.

Camron Vollbrecht  
 Fire Chief, City of Superior

4.6

SUPERIOR PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

May 13, 2026

A meeting of the Library Board was convened on Wednesday, May 13, 2026, at 5:00 p.m. in the Classroom of the Superior Public Library, 1530 Tower Ave., Superior, Wisconsin. This meeting was held in compliance with the statutory requirements of the open meeting law.

**Board Members Present:** Acacia Nikoi, Emily Groves, Ron Leino, Mary Johnson-Garay, Ron Leino, Heather Rickerl, Nick Ledin, Julie Tersteeg, Sue Hendrickson, Ellen Kreidler; Addyson Gallagher, youth board member.

**Members Absent:** Jim Purvis

**Also Present:** Sue Heskin, Library Director

1. CALL TO ORDER:

Sue Hendrickson called the meeting to order at 5:00 pm.

2. APPROVAL OF THE MINUTES: April 8, 2026

Motion to approve made by Julie Tersteeg; Seconded by Heather Rickerl;  
Motion passed unanimously

3. REPORT OF THE DIRECTOR

- a. The director provided a written report
- b. City and county are having a joint AI policy retreat for department heads. Sue will develop a public facing policy to share with the board.
- c. The traveling exhibit from the Bong Visitor Center on John Blatnick and Richard Bong is currently in the library
- d. Staff did a walk around punch list for the parking lot. There is cracked concrete being fixed. Once fixed, final payment will be made.

4. APPROVAL OF THE BILLS AND FINANCIAL REPORT

Motion to approve the bills and financial report made by Nick Ledin; Seconded by Ron Leino; Motion passed unanimously.

5. COMMITTEE REPORTS

- a. No updates from committees

6. FRIENDS OF THE LIBRARY REPORT

- a. Ellen Kriedler announced the annual meeting will be this coming week. Board members are welcome to attend.

7. SPL FOUNDATION REPORT

- a. No report

8. UNFINISHED BUSINESS

9. NEW BUSINESS (Discussion and/or action)

a. Motion to approve refilling the part-time Library Custodian position made by Ellen Kriedler; Seconded by Heather Rickerl. Motion approved unanimously.

10. BUSINESS BY PUBLIC - None

11. ADJOURNMENT –at 5:27 pm. Next meeting June 10, 2026 at 5:00 pm

Submitted,

Acacia Nikoi, Secretary

5.1

**TO: MEMBERS OF THE COMMON COUNCIL**  
**FROM: HUMAN RESOURCES**  
**RE: MONTHLY PERSONNEL REPORT – May 2026**

Effective Date	Employee Name, Position	Department	Description
05/02/2026	Howard P Huber, Asst Fire Chief	Fire Dept	Wage-Step Increase
05/03/2026	Joseph A Tribbey Jr., Fire Battalion Chief	Fire Dept	Wage-Step Increase
05/06/2026	Thor D Trone, Police Captain	Police Dept	Longevity Increase
05/06/2026	Jeffrey T Harriman, Police Sergeant	Police Dept	Longevity Increase
05/07/2026	Casey W Berg, Mechanic	Public Works, Shop	Wage-Step Increase
05/09/2026	Joseph C Collins, Master Police Office	Police Dept	Longevity Increase
05/09/2026	Joseph C Collins, Master Police Office	Police Dept	Wage-Step Increase
05/09/2026	Dylan M Nelson, Light Equip Operator	Public Works, Landfill	Probation Completed
05/11/2026	Jada L Nagel, Seasonal Laborer	Parks and Rec	New Hire
05/11/2026	Brett L Stamper, Seasonal Laborer	Public Works, Street	Rehire/Reinstated
05/12/2026	Tyler T Cerar, Student Worker	Public Works, Sewage	New Hire
05/12/2026	Jenna Curiale, Library Technician	Library	Resigned
05/13/2026	Paul Bourque, Master Police Officer	Police Dept	Voluntary Retirement
05/13/2026	Alex J Johnson, Light Equip Operator	Parks and Rec	Wage-Step Increase
05/13/2026	Kyle Nosbisch, Firefighter	Fire Dept	Wage-Step Increase
05/13/2026	Ethan M Pollock, Firefighter	Fire Dept	Wage-Step Increase
05/14/2026	Bradley C Jago, Police Sergeant	Police Dept	Wage-Step Increase
05/15/2026	Kara A Czapinski, Admin Assistant	Public Works	Wage-Step Increase
05/15/2026	Rebecca Baker, Chief of Staff to the Mayor	Mayors Office	Resigned
05/16/2026	Sydney E Carlson, Staff Accountant	Finance	Wage-Step Increase
05/16/2026	Ida M Sampson, Stormwater Admin Services Manager	Environmental Services	Longevity Increase
05/16/2026	Conor W Boyle, Tour Guide	Culture/Rec/Education	Rehire
05/17/2026	Heidi Blunt, City Clerk	City Clerk	Wage-Step Increase
05/17/2026	Ibrahim Carson, Police Officer	Police Dept	Wage-Step Increase
05/17/2026	Lisa Deguire, Water Resources Coordinator	Env Services Division	Longevity Increase
05/17/2026	Lisa Deguire, Water Resources Coordinator	Env Services Division	Wage-Step Increase
05/17/2026	Shelly Fisher, Assessment Technician	Assessor	90-day Certification
05/18/2026	David Aleshire, Tour Guide	Parks and Rec	New Hire
05/18/2026	Mackenzie Jardine, Tour Guide	Parks and Rec	New Hire
05/18/2026	Carson Gotelaere, Seasonal Laborer	Sign Shop	Rehire
05/18/2026	Joshua Johnson, Seasonal Laborer	Public Works, Hwy	Rehire
05/19/2026	Evan Blomfelt, Playground Monitor	Parks and Recreation	New Hire
05/20/2026	Aaron Newberry, Seasonal Laborer	Parks and Recreation	Rehire
05/20/2026	Sean Mitchell, ESD Maintenance Tech	Public Works, Sewage	Promotion
05/21/2026	Pat Olson, Tour Guide	Parks and Recreation	New Hire
05/21/2026	Collin W Deans-Brandt, Police Office	Police Dept	5-Year Longevity
05/21/2026	Gregory Mertzig, Police Officer	Police Dept	5-Year Longevity
05/22/2026	Robert Pfister, Police Officer	Police Dept	Probation Completed
05/22/2026	Hunter Snyder, Police Officer	Police Dept	Probation Completed
05/22/2026	Nathan Berceau, Light Equipment Operator	Public Works	Voluntary Termination
05/24/2026	Jon Freer, Fire Captain	Fire Dept	Wage-Step Increase
05/26/2026	Samuel Johansen, Seasonal Laborer	Parks and Rec	New Hire

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05/26/2026	Jerid Lachappelle, Police Officer	Police Dept	New Hire
05/26/2026	Bejamin Eichberg, Seasonal Laborer	Parks and Rec	Rehire
05/26/2026	Samuel Brouillet, Seasonal Laborer	Parks and Rec	New Hire
05/26/2026	Wyatt Zifko, Police Officer	Police Dept	New Hire
05/27/2026	Sadie Anderson, Tour Guide	Parks and Rec	New Hire
05/27/2026	Mary Dresser, Tour Guide	Parks and Rec	New Hire
05/27/2026	Miles Longsdorf, Seasonal Laborer	Parks and Rec	New Hire
05/29/2026	Samuel Dotterwick, Building Permit Technician	Public Safety	Wage-Step Increase
05/29/2026	Morgan Mitchell, Police Officer	Police Dept	Wage-Step Increase
05/29/2026	Zachary Reese, Light Equipment Operator	Parks and Rec	Probation Completed
05/29/2026	Zachary Reese, Light Equipment Operator	Parks and Rec	Wage-Step Increase
05/31/2026	Austin Elliott, Motor Pump Operator	Fire Department	Wage-Step Increase