



# City of Waukesha

Waukesha City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Human Resources Committee

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Wednesday, September 17, 2025

6:00 PM

Council Chambers, City Hall

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#### 1. Call To Order

**Present:** 4 - Doreen Wigderson, Paul Wuteska, Dale Matthews and Mike Chrisien

**Absent:** 1 - Mike Anderson

#### 2. Public Comment

#### 3. Approval of Minutes

##### A. [ID#25-02177](#) HR Committee Meeting Minutes - June 18, 2025

**Attachments:** [HR Committee Meeting Minutes 6-18-2025](#)

A motion was made by Ald. Chrisien, seconded by Ald. Matthews, to approve the meeting minutes. Approved unanimously.

#### 4. Business Items

##### A. [ID#25-02178](#) Request to review and possible action on revised deferred compensation plan document updates for Nationwide.

**Attachments:** [#25-02178 Nationwide plan document revision](#)  
[City of Waukesha 457\(b\) Deferred Compensation](#)  
[Plan Summary](#)

A motion was made by Ald Chrisien, seconded by Ald Matthews, to approve revised deferred compensation plan document updates for Nationwide.

**Aye:** 4 - Doreen Wigderson, Paul Wuteska, Dale Matthews and Mike Chrisien

**Absent:** 1 - Mike Anderson

##### B. [ID#25-02179](#) Request to review and possible action on new HR Policy B15 Internal Job Transfers for New Employees

**Attachments:** [B15 Job Transfers for New Employees NEW 9.2025](#)

Removed for this meeting to be brought to a future HR Committee meeting.

##### C. [ID#25-02181](#) Request to review and possible action on amendments to HR Policy E2 Fleet Guidelines

**Attachments:** [E2 Fleet Guidelines Policy DRAFT 7-25-2025](#)

Removed for this meeting to be brought to a future HR Committee meeting.

- D. [ID#25-02182](#) Request to review and possible action on amendments to HR Policy G3 Corrective and Disciplinary Action

**Attachments:** [G3 Corrective and Disciplinary Action Policy 9.2025 draft](#)

**Motion by Ald Wuteska, seconded by Ald Matthews, to approve amendments to HR Policy G3 Corrective and Disciplinary Action as presented.**

**Aye:** 4 - Doreen Wigderson, Paul Wuteska, Dale Matthews and Mike Chrisien

**Absent:** 1 - Mike Anderson

- E. [ID#25-02183](#) Request to review and possible action on amendments to HR Policy C1 Holidays

**Attachments:** [C1 Holidays 2025 revisions](#)

**Motion by Ald Wuteska, seconded by Ald Matthews, to approve amendments to HR Policy C1 Holidays as presented.**

**Aye:** 4 - Doreen Wigderson, Paul Wuteska, Dale Matthews and Mike Chrisien

**Absent:** 1 - Mike Anderson

## 5. Closed Session

**Motion by Ald Wigderson, seconded by Ald Chrisien, to move into closed session.**

- A. [ID#25-02184](#) Discussion and Possible Action on the City Administrator's Performance Review

*Meeting Reconvened*

## 6. Adjournment

**Adjourned at 7:24pm**

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Public Works department, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).