

**CITY OF CEDARBURG  
PERSONNEL COMMITTEE MEETING  
November 19, 2020 – 7:00 P.M.**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, will be held at **7:00 p.m.** on November 19, 2020. This meeting will be held online utilizing the [zoom](#) app. Information on how to access the meeting is attached to the meeting agenda or can be requested by emailing [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us).

**AGENDA**

1. **CALL TO ORDER** - Council President Patricia Thome
2. **ROLL CALL** – Present: Council Members Patricia Thome, Sherry Bublitz, Barbara Lythjohan
3. **STATEMENT OF PUBLIC NOTICE**
4. **APPROVAL OF MINUTES** – July 28, 2020\*
5. **NEW BUSINESS AND RECOMMENDATIONS THEREON**
  - \* A. Consider changes to the City Organizational Chart; and make recommendation to Common Council
    - 1). Current Organizational Chart
    - 2). Revised Organizational Chart
6. **DISCUSS NEXT MEETING DATE**
7. **ADJOURNMENT**

\* *Information attached, as well as available in the City Clerk's Office*

Individual members of various boards, committees, or commissions, including the Common Council, may attend the above meeting. It is possible that such attendance may constitute a meeting of a City board, committee or commission pursuant to *State ex. rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553, 494 NW 2d 408 (1993). This notice does not authorize attendance at either the above meeting or the Badke Meeting, but is given solely to comply with the notice requirements of the open meeting law.

City of Cedarburg is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

To request reasonable accommodation, contact the Clerk's Office,  
(262) 375-7606, email: [cityhall@ci.cedarburg.wi.us](mailto:cityhall@ci.cedarburg.wi.us).

**MEMBERS – PLEASE NOTIFY CITY CLERK'S OFFICE IF  
UNABLE TO ATTEND THIS MEETING.**



## **CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19**

The City of Cedarburg will begin utilizing [zoom](#), an online meeting tool, to conduct City meetings. This includes all public meetings. We are cancelling all non-essential meetings and limiting agenda items but there are items that do require decisions to be made so that projects throughout the City can continue or get completed in a timely manner. We will continue to adhere to open meeting laws as set forth by the State of Wisconsin.



Most recently the Wisconsin Department of Justice issued an advisory on March 16, 2020, addressing this issue and stating that: "Governmental bodies typically can meet their open meetings obligations, while practicing social distancing to help protect public health, by conducting meetings via telephone conference calls if the public is provided with an effective way to monitor such calls (such as public distribution, at least 24 hours in advance, of dial-in information for a conference call)." The advisory emphasizes that "When an open meeting is held by teleconference or video conference, the public must have a means of monitoring the meeting. DOJ concludes that, under the present circumstances, a governmental body will typically be able to meet this obligation by providing the public with information (in accordance with notice requirements) for joining the meeting remotely, even if there is no central location at which the public can convene for the meeting.

## **CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC**

To download [zoom](#) on your mobile device, click on one of the following:



Here are the procedures for public to be able to view a meeting live through [zoom](#).

1. Contact the City Administrator, Mikko Hilvo, 2 hours in advance of the meeting you wish to attend via [zoom](#) by emailing him at [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us).
2. In your email Subject line please put down the meeting that you wish to attend (example: Common Council Meeting on 3-30-20 at 7:00pm).
3. Provide your Name, Address, Email, Phone Number to him via email with a request to join the meeting.
4. You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
5. All public participants will have their microphone muted.
6. If, during public comment, anyone wishes to talk they should request to do so through the chat feature or by using the "hand" to wave at the meeting organizer. The administrator of the meeting will unmute you at the appropriate time and ask you to make your comments.

If you are unable to utilize a computer, iPad, or tablet to view the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, we can email one to you.

Contact Info: Mikko Hilvo, City Administrator, [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us), (262) 375-7917.



## **CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 – FOR STAFF & BOARD MEMBERS**

The City of Cedarburg will be utilizing the [zoom](#) app to hold public meetings starting March 23, 2020 until April 30, 2020. All meetings will adhere to Wisconsin Open Meetings Law. The [zoom](#) app provides an option for the public to join the meeting via computer, iPad, tablet, or phone. Meetings will also be recorded and made available through our Clerks office for viewing at a later time.

Here are the procedures for staff and board members to utilize [zoom](#).

1. The City Administrator, Mikko Hilvo, will email a meeting invite to each staff and board member 24 hours prior to the meeting.
2. If another staff member, council member, or presenter needs access to the meeting and the ability to discuss an item they should request to get a meeting invite by emailing [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us) at minimum 6 hours prior to the meeting.
3. In your email Subject line please put down the meeting that you wish to attend. (Example: Common Council Meeting on 3-30-20 at 7:00pm)
4. Provide your Name, Address, Email, Phone Number and reason for attending the meeting to the administrator.
5. All agendas and documents that need to be shared during the meeting will be sent to members ahead of time and also provided electronically to the meeting organizer (City Administrator).
6. All meetings will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
7. All staff and/or board members will have their microphones on unless they mute it themselves. All public participants will have their microphone muted except during public comments or if they use the chat feature asking the administrator for permission to speak.
8. All Votes will be done through roll call.

If you are unable to utilize a computer, iPad, or tablet to participate in the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, it can be emailed to you.

Contact Info: Mikko Hilvo, City Administrator, [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us), (262) 375-7917.

**CITY OF CEDARBURG  
PERSONNEL COMMITTEE  
July 28, 2020**

**PER20200728-1  
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, July 28, 2020 via the Zoom app. The meeting was called to order at 6:00 p.m. by Council Member Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Sherry Bublitz, Barbara Lythjohan

Also Present - City Administrator Mikko Hilvo, City Clerk Tracie Sette, Deputy Treasurer Kelly Livingston

**STATEMENT OF PUBLIC NOTICE**

City Clerk Sette verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who had requested copies, and by posting in accordance with the Wisconsin Open Meetings law.

**APPROVAL OF MINUTES**

Motion made by Council Member Bublitz, seconded by Council Member Lythjohan, to approve the minutes of the February 10, 2020 Personnel Committee meeting. Motion carried without a negative vote.

**HEALTH INSURANCE PRESENTATION**

City Administrator Hilvo introduced Jacob Scheer of Associated Benefits who provided a presentation describing benchmark trends in individual deductibles, family deductibles, out of pocket costs and employer contributions statewide and on a national level. He also explained benefit trends in 2020:

- Benefit Trends in 2020
  - Personalization / Choice
  - Student Loan Repayment
  - EAP services
  - Expansion of Mental Health Benefits
  - Slowing the move to increased deductibles & out of pockets
  - Caregiver leave policies
  - Financial wellness
  - Remote workforce

A new program may be available to health insurance subscribers for a monthly fee which could provide home care services with reduced fees for general insurance costs.

**NEW SALARY GRADE STRUCTURE**

Administrator Hilvo presented the new salary grade structure (below) for employee compensation. The Committee reviewed the chart and expressed thanks to Administrator Hilvo for the work involved in creating this plan.

Pay Grades	Minimum	Q1	Midpoint	Q3	Maximum	Job Position
1	\$32,000	\$37,000	\$42,000	\$47,000	\$52,000	Library Associates Custodians Engineering Secretary Public Works/BI Secretary Police Secretary/Record Clerk Senior Center Director (PT)
2	\$36,000	\$41,000	\$46,000	\$51,000	\$56,000	Circulation Supervisor Accountant II/Accounts Receivable Accountant I/Accounts Payable Recreation Coordinator Police Department Administrative Assistant
3	\$48,000	\$53,000	\$58,000	\$63,000	\$68,000	Recreation Superintendent Librarians Firefighter/Medic DPW/Parks/Forestry Crew Building Maintenance Police Dispatcher
4	\$52,000	\$57,000	\$62,000	\$67,000	\$72,000	Fire Inspector Mechanic Fire Chief (PT) Deputy Treasurer/Human Resources Deputy Clerk Water Recycling Operator
5	\$56,000	\$61,000	\$66,000	\$71,000	\$76,000	Water Recycling Advance Operator Assistant Library Director

**PERSONNEL COMMITTEE**  
**July 28, 2020**

**PER20200728-3**  
**UNAPPROVED**

6	\$62,000	\$67,000	\$72,000	\$77,000	\$82,000	Building Inspector City Forester DPW Foreman Water Recycling Lead Operator
7	\$69,000	\$74,000	\$79,000	\$84,000	\$89,000	Director of Parks, Recreation, & Forestry Assessor Clerk Planner Assistant Engineer
8	\$75,000	\$80,000	\$85,000	\$90,000	\$95,000	Water Recycling Superintendent Public Works/Parks/Forestry Superintendent Library Director
9	\$80,000	\$85,000	\$90,000	\$95,000	\$100,000	Finance Director/Treasurer Police Sergeants/Detectives
10	\$90,000	\$95,000	\$100,000	\$105,000	\$110,000	Police Lieutenant
11	\$94,000	\$99,000	\$104,000	\$109,000	\$114,000	Police Captain Director of Engineering/Public Works
12	\$100,000	\$105,000	\$110,000	\$115,000	\$120,000	Police Chief
13	\$104,000	\$109,000	\$114,000	\$119,000	\$124,000	City Administrator

<u>Part-time, temporary, &amp; seasonal staff</u>	<u>Minimum</u>	<u>Maximum</u>
Assistant Senior Center Director	\$12/hr	\$20/hr
Crossing Guards	\$12/hr	\$15/hr
Clerical Personnel	\$10/hr	\$15/hr
Parks/Public Works Maintenance	\$10/hr	\$15/hr
Recreation Personnel	\$7.25/hr	\$35/hr
Recreation Officials	\$20/game	\$35/game
Exercise and Fitness Instructors	\$24/class	\$35/class
Election Officials	\$8.00/hr	\$13.00/hr
Library Pages	\$9.00/hr	\$13.00/hr
Library Aides	\$13.00/hr	\$20/hr
Library Custodian	\$18.00/hr	\$25.00/hr

A motion was made by Council Member Lythjohan, seconded by Council Member Bublitz, to approve the new employee compensation plan as proposed and recommend to the Common Council. Motion carried without a negative vote.

**CONSIDER TITLE CHANGE FOR DEPUTY TREASURER/PAYROLL TO DEPUTY TREASURER/HUMAN RESOURCES**

Administrator Hilvo explained the title change for Deputy Treasurer and how it more closely relates to actual job duties.

Council Member Bublitz motioned to change the title for Deputy Treasurer/Payroll to Deputy Treasurer/Human Resources, seconded by Council Member Lythjohan. Motion carried without a negative vote.

**CONSIDER TITLE CHANGE FOR ACCOUNTANT I/ADMINISTRATIVE ASSISTANT TO ACCOUNTANT I/ASSISTANT CLERK**

Administrator Hilvo recommended postponing this topic to a future meeting. Job duties need to be redefined to properly address a change in job title.

**CONSIDER AND DISCUSS 2021 SALARIES**

The following positions are recommended to receive an additional salary increase in 2021.

- Deputy Treasurer/ Human Resources
- Deputy Clerk
- Accountant I/Administrative Assistant
- Director of Parks, Recreation, & Forestry
- Recreation Superintendent/Social Media Coordinator
- Recreation Coordinator
- Public Works/Parks/Forestry Superintendent

Actual increases will be determined by the Administrator based on recent salary studies, internal salary comparisons, years of service and changes in job duties. It is recommended that all other staff receive a salary increase of 1% with potential of 1-3% using the merit based system.

A motion was made by Council Member Bublitz for the eight positions (including Assistant Library Director) to receive a salary increase to be determined by City Administrator Hilvo, seconded by Council Member Thome. Motion carried without a negative vote.

**DISCUSSION ON BENEFITS**

**Vacation/Sick Leave/Holidays** – Administrator Hilvo explained the City is on target with surrounding communities in Ozaukee County with regard to Vacation/Sick Leave/Holiday benefits. Cedarburg Light and Water pays out 100% of sick leave for an employee that has worked for 20+ years for the utility. Other City staff is paid out 57.65% at retirement.

**Health Insurance** – Administrator Hilvo provided a municipal comparison of health insurance benefits. It was discovered all other municipalities listed on the comparison chart charge employees a monthly health insurance premium. The recommendation is to keep premiums consistent for employees in 2021 and possibly use longevity pay to offset increases. The Committee discussed potentially preparing to phase in employee-paid premiums.

**Longevity Pay** - A discussion ensued regarding longevity pay for employees. Currently, employees of the City employed longer than 10 years receive longevity pay. No other municipalities in Ozaukee County provide longevity pay with the exception of police unions. Longevity pay could possibly be used to offset an increase in health insurance premiums.

The goal is for health insurance premiums to stay under a 5% increase. A motion was made by Council Member Thome for the Committee to have a goal of a 0% health insurance increase while offsetting

premiums with reduction of longevity pay, seconded by Council Member Lythjohan. Motion carried without a negative vote.

**NEXT MEETING DATE** – The next meeting will be determined as needed

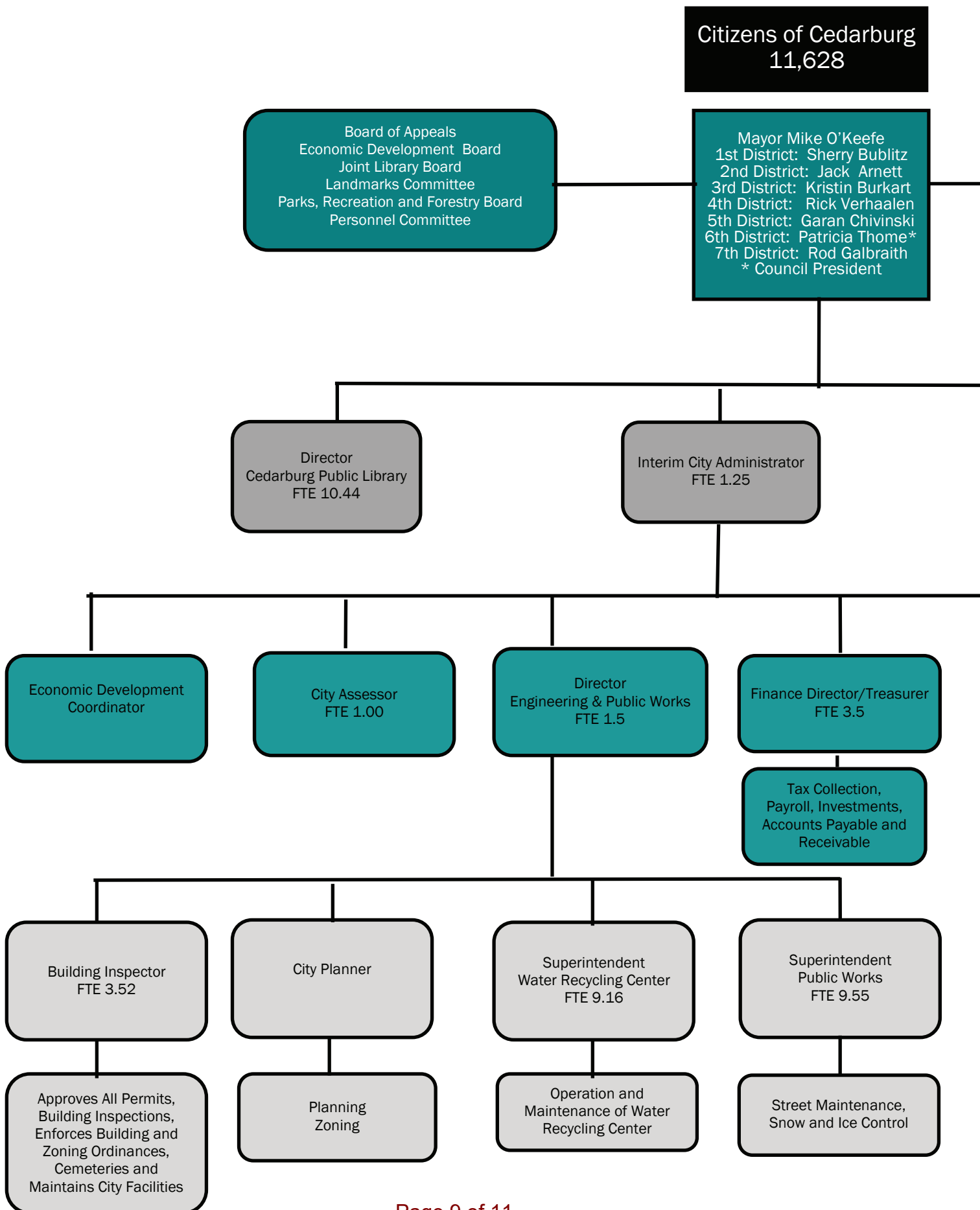
**ADJOURNMENT**

A motion was made by Council Member Lythjohan, seconded by Council Member Thome, to adjourn meeting at 7:33 p.m. Motion carried without a negative vote.

Tracie Sette  
City Clerk



# ORGANIZATIONAL CHART



ORGANIZATIONAL CHART

