

**CITY OF CEDARBURG
PERSONNEL COMMITTEE MEETING
May 25, 2021 – 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 May 25, 2021.** The meeting will be held online utilizing the zoom app. Information on how to access the meeting is attached to the meeting packet or can be requested by emailing: mhilvo@ci.cedarburg.wi.us.

AGENDA

1. CALL TO ORDER - Council President Patricia Thome
2. ROLL CALL – Present: Council Members Patricia Thome, Sherry Bubnitz, Barb Lythjohan
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES – November 19, 2020*
5. PRESENTATION OF HEALTH INSURANCE OPTIONS FOR 2022
 - A. State Health Insurance Plan
 - B. Potential Changes to WPS Plan
 - a. Higher Deductible Option
 - b. Employee Premium Contribution Option
6. CONSIDER CHANGES TO 2022 HEALTH INSURANCE AND MAKE RECOMMENDATION TO COMMON COUNCIL
7. DISCUSS NEXT MEETING DATE
8. 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.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE
TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES.
PLEASE CONTACT THE CITY CLERK'S OFFICE AT (262) 375-7606

E-MAIL: cityhall@ci.cedarburg.wi.us

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

05/20/21 tas



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.
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, (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 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, (262) 375-7917.

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
November 19, 2020**

**PER20201119-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Thursday, November 19, 2020 via the Zoom app. The meeting was called to order at 7:00 p.m. by Council Member Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Sherry Bubnitz, Barb Lythjohan

Also Present - City Administrator Mikko Hilvo, City Clerk Tracie Sette

STATEMENT OF PUBLIC NOTICE

City Clerk Tracie 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 Sherry Bubnitz, seconded by Council Member Barb Lythjohan, to approve the minutes of the July 28, 2020 Personnel Committee meeting. Motion carried without a negative vote.

NEW BUSINESS

**CONSIDER CHANGES TO THE CITY ORGANIZATIONAL CHART; AND
RECOMMENDATION TO COMMON COUNCIL THEREON**

Administrator Mikko Hilvo explained the updated organizational chart included with the personnel packet. The Personnel Committee discussed the following possible changes to the final organizational chart:

- Remove names of Common Council Members from the Council Member tile.
- Reduce the number of tiles to one (1) for representing Boards/Committees/Task Force
- Draw line from Citizens tile to Light & Water Commission
- Possibly move Park, Recreation & Forestry tiles closer to Public Works

NEXT MEETING DATE

The next Personnel Committee meeting will be held in January 2021 to discuss health insurance.

ADJOURNMENT

A motion was made by Council Member Sherry Bubnitz, seconded by Council Member Barb Lythjohan to adjourn meeting at 7:24 p.m. Motion carried without a negative vote.

Tracie Sette
City Clerk