

**CITY OF CEDARBURG  
PERSONNEL COMMITTEE  
JULY 26, 2023**

**PER20230726-1  
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Wednesday, July 26, 2023 at City Hall, W63 N645 Washington Avenue, in the second floor Council Chambers and online utilizing the Zoom app. The meeting was called to order at 5:30 p.m. by Council President Kristin Burkart.

Roll Call: Present - Council Members Kristin Burkart (Chair), Robert Simpson, Melissa Bitter

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

**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 Burkart, seconded by Council Member Simpson, to approve the minutes of the September 12, 2022 Personnel Committee meeting. Motion carried without a negative vote.

**NEW BUSINESS**

**DISCUSSION ON SALARY RANGE POLICY AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL**

Administrator Hilvo explained the proposed Salary Range policy has been increased to better compare with salary ranges of the surrounding communities. It includes a mechanism to provide higher pay to those with advanced certifications and/or education. The policy will be reviewed every three (3) to five (5) years depending upon inflation rates. The part-time, temporary, and seasonal staff rates will not be changing. Should this be approved by the Council, it would take affect January 1, 2024.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve the new Salary Range policy and recommend approval to the Common Council. Motion carried without a negative vote.

**DISCUSSION ON VACATION TIME POLICY AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL**

Administrator Hilvo explained the proposed new Vacation Time policy will help the City remain competitive in the marketplace with regard to hiring and retaining employees. The increased rate of earned vacation time in the proposal more closely compares to the benefits of surrounding communities.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve the Vacation Time policy and recommend approval to the Common Council. Motion carried without a negative vote.

**DISCUSSION ON HOLIDAY POLICY AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL**

Administrator Hilvo explained the proposed new Holiday policy will help the City remain competitive in the marketplace with regard to hiring and retaining employees. The proposal includes adding one additional holiday allowing for employees to have off on MLK Day. This new policy is in line with the benefits of surrounding communities.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve the Holiday policy and recommend approval to the Common Council. Motion carried without a negative vote.

**DISCUSSION ON 2024 CITY PLANNER POSITION AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL**

Administrator Hilvo explained that City Planner Censky is planning to retire in June 2024. He began his career with the City in 2002 and has a great deal of knowledge and experience in his position. He currently is a part-time employee; however, it would benefit the City to hire a full-time Planner in his place as it will be challenging to find a replacement with his current level of expertise. The proposal is to create a Director of Planning and Development position which would replace the current Planner's responsibilities along with aiding the Administrator with Economic Development tasks. Administrator Hilvo requested this position be filled beginning by May 2024 so as to overlap for one month with the current Planner.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to hire a full-time City Planner, by May 2024, with overlap for one month with our current City Planner and to recommend approval to the Common Council. Motion carried without a negative vote.

**DISCUSS NEXT MEETING DATE**

No additional meetings were scheduled.

**ADJOURNMENT**

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to adjourn the meeting at 5:56 p.m. Motion carried without a negative vote.

Tracie Sette  
City Clerk