

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
FEBRUARY 5, 2019**

**PER20190205-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, February 5, 2019 at City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 7:07 p.m. by Council President Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Garan Chivinski, Rod Galbraith

Also Present - Mayor Mike O'Keefe, City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Director of Parks, Recreation and Forestry Mikko Hilvo, Assessor Cathy Timm, and Library Director Linda Pierschalla

STATEMENT OF PUBLIC NOTICE

Council President Thome 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 Chivinski, seconded by Council Member Galbraith, to approve the minutes of the October 10, 2018 Personnel Committee meeting. Motion carried unanimously.

CONSIDER CREATION OF ASSISTANT CITY ADMINISTRATOR POSITION

Council Member Thome said staff has been working on succession planning. Working with Mayor O'Keefe, Council Member Thome, and City Administrator/Treasurer Mertes; Director Hilvo has put together an option that creates a combined position of Assistant City Administrator and Director of Parks, Recreation and Forestry.

Director Hilvo said he has been working on his Master of Public Administration (MPA) degree since 2016 and will complete the program in December of 2019. During this time he has implemented his school projects at the City. The creation of a combined position would help the City grow and he, as Assistant City Administrator, would assist City Administrator/Treasurer Mertes and the Common Council.

Council Member Thome said this is not a budget item, as there will not be any additional pay to Director Hilvo in this combined capacity. He has adjusted the responsibilities in his office to accommodate time spent in this position. She also said the Assistant City Administrator position is not a permanent position going forward. If the current City Administrator leaves or retires, Director Hilvo would be free to apply if interested, with no guarantee of the job.

Council Member Galbraith said this is a great concept, but he is concerned about the perception of creating this position for one person. He asked if there is a need to create this position, or if it could be an assignment that is worked out between City Administrator/Treasurer Mertes and Director Hilvo.

Director Hilvo said the title gives the position merit.

Council Member Galbraith said this make sense, and agreed that the title is important but stressed he does not want this to seem like this is a position created just for Director Hilvo.

Council Member Chivinski said that he supports this concept 100% but also wants to avoid the perception of an unfair process. He also suggested that the concept of this position and process be presented to CVMIC for their input.

Motion made by Council Member Galbraith, seconded by Council Member Thome, to recommend the creation of an Assistant City Administrator position contingent upon input from CVMIC. Motion carried unanimously. If CVMIC has no issues with the concept, the proposal will be moved to the Common Council. If there are issues, this matter will return to the Personnel Committee.

DISCUSS PARAMETERS FOR HEALTH INSURANCE FOR 2020

City Administrator/Treasurer Mertes said staff is looking for direction in terms of health insurance plans for 2020.

Council Member Galbraith said that he would like to see all that is on the table. I.e., what options providers will offer, what plans are available, and pricing for different levels of coverage. He does not want to only see pricing for the current health insurance plan.

Council Member Chivinski said this topic must be on the table during budget discussions. The Council needs to make an effort to look at the different options available.

City Administrator/Treasurer Mertes said staff can start looking at plan options and providers with the assistance of the City's consultant after the audit is completed.

Council Member Thome said that she would like to know from the consultant the degree to which employees may lose their doctors if the Council selects a different health insurance plan. She also said this information will be paired with a compensation study Director Hilvo will be doing in the spring as part of a school project.

Council Member Galbraith suggested the health insurance consultant present options to the Personnel Committee.

City Administrator/Treasurer Mertes said she will have the consultant get started on health insurance options and arrange a time when the consultants can meet with the Personnel Committee.

CONSIDER REVISED DRESS CODE

City Administrator/Treasurer Mertes said Director Hilvo drafted a revised Dress Code for City employees that is more detailed and up-to-date than what currently exists. The proposal has been circulated and staff provided comments. Staff is now asking for input from the Committee.

Council Member Chivinski said that a dress code is important for employees in public service and he would err on the conservative side. He suggested removing all gender specific recommendations in the policy.

It was the consensus that staff should make changes based on comments received from staff and the Committee and present a revised policy to CVMIC for review. The Personnel Committee will again review the proposal after review by CVMIC.

ADJOURNMENT

Motion made by Council Member Galbraith, seconded by Council Member Chivinski, to adjourn the meeting at 8:05 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC
City Clerk