

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
MINUTES
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, Barb 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 Shawn Esslinger of USI 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

PERSONNEL COMMITTEE
July 28, 2020

PER20200728-2
UNAPPROVED

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

Part-time, temporary, & seasonal staff	Minimum	Maximum
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 Barb Lythjohan, seconded by Sherry 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. Sherry Bublitz motioned to change the title for Deputy Treasurer/Payroll to Deputy Treasurer/Human Resources, seconded by Barb Lythjohan. Motion carried without a negative vote.

CONSIDER TITLE CHANGE FOR ACCOUNTANT 1/ADMINISTRATIVE ASSISTANT TO ACCOUNTANT 1/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 1/Assistant Clerk
- 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 Sherry Bublitz for the eight positions (including Assistant Library Director) to receive a salary increase to be determined by the Administrator, seconded by Pat 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 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 Pat Thome for the committee to have a goal of a 0% health insurance increase while offsetting premiums with reduction of longevity pay, seconded by Barb Lythjohan. Motion carried without a negative vote.

NEXT MEETING DATE – the next meeting will be determined as needed

ADJOURNMENT

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

Tracie Sette
City Clerk