

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
MAY 22, 2018**

PER20180522-1

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, May 22, 2018 at City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 6:00 p.m. by Council President Patricia Thome.

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

Also Present - City Administrator/Treasurer Christy Mertes, Director of Parks, Recreation and Forestry Mikko Hilvo, Forester Kevin Westphal, Assessor Cathy Timm, Library Director Linda Pierschalla, City Clerk Constance McHugh, Water Recycling Center Superintendent Eric Hackert, Administrative Secretary Darla Drumel, Sergeant Brian Emmrich, Accountant II Kathy Huebl

STATEMENT OF PUBLIC NOTICE

Council Member 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 Galbraith, seconded by Council Member Chivinski, to approve the minutes of the November 6, 2017 Personnel Committee meeting. Motion carried unanimously.

DISCUSS EFFORTS MADE TO REDUCE TREE TRIMMING BACKLOG

Director Hilvo highlighted efforts made by the Forestry team to reduce the tree trimming backlog. He presented the following information:

Forestry Operations Comparison 2017-2018

<u>Item</u>	<u>2017 (full year)</u>	<u>2018 (5 months)</u>	<u>Budget or Goal</u>
Staff Hours on Forestry	2266	2970.67	Based on snowfall
Trees Removed	170	131	All Dead Trees removed
Trees Pruned	839	1923	1000/year
Stumps	104 completed	242 left	All stumps removed
Funds spent - Repair/Maintenance	\$4,178	\$8,138	\$6,000
Funds spent - Contracted	\$3,087	\$3,269	\$4,000
(not including EAB)			

2018 accomplishments

- 1) Pre-construction pruning contracted as part of street and utility program.
- 2) DPW picked up brush behind forestry crew
- 3) Implemented paperless record management system.
- 4) Did catch up pruning by just raising the crown on 1000 trees.
- 5) Rented an additional lift truck to have more crews out pruning at the same time.
- 6) Forestry Superintendent spent 75% of his time out in the field.
- 7) Tried to hire seasonal grass cutters for April - May in order to keep full-time staff on forestry operations.

Issues

- 1) If we have a high amount of snowfall we will not keep up with forestry operations.
- 2) By having more staff on forestry operations the cost of repair and maintenance supplies goes up which will result in having to decrease the amount spent on parks.
- 3) By having more staff on forestry operations the salary line item in the parks and forestry budget will be over budget each year. It does equal out in the overall city budget since PW salary line items will be under budget.
- 4) Hiring seasonal grass cutters in April-May was not successful. During a normal spring our full-time staff would be cutting grass and not be able to do forestry operations.
- 5) Cost to contract out grass cutting is \$6600 per week for our properties. (\$79,000 for 12 weeks)
- 6) Stump removal has been difficult to keep up with.
- 7) When DPW provides assistance to forestry operations it takes them away from public works projects.

Solutions

- 1) Continue to work together with DPW during the winter months on forestry operations.
- 2) Continue hiring a summer seasonal forestry crew member to keep up with forestry operations.
- 3) Continue having forestry superintendent work in the field at least 50% of the time.
- 4) Continue to do "catch up pruning"
- 5) Continue to contract out pre-construction pruning.
- 6) If forestry operations are a priority to the City we should look at providing additional funding for it.
- 7) We should consider hiring an additional full-time crew member that will be 50% parks and forestry and 50% public works. When hiring we should provide priority to active members of the Cedarburg Fire Department.
- 8) We should consider future equipment purchases that increase efficiencies for both departments.
- 9) We should consider creating a revolving forestry fund to pay for contracted forestry services.

Forester Westphal gave a brief overview of tree trimming operations.

Council Member Thome said she has heard a number of positive comments from residents on the progress made in terms of tree trimming. She suggested the Public Works and Parks and Forestry Departments talk to other communities and the School District about sharing equipment. Council Member Galbraith agreed with this. Council Member Chivinski said it is good to hear the Parks and Forestry Department is coming up with proactive ideas.

May 22, 2018**UPDATE FROM EMPLOYEE HEALTH INSURANCE COMMITTEE ON HEALTH INSURANCE OPTIONS/DISCUSS EMPLOYEE BENEFITS**

City Administrator/Treasurer Mertes said there is an Employee Health Insurance Committee that meets regularly and works with a consultant on health insurance related matters such as health insurance providers, plans, and health risk assessments. Last year the Committee recommended to the Council that the current health insurance carrier, Wisconsin Counties Association Group Health Trust, remain in place. The Council directed staff to look at other options in the future. Carriers typically do not provide health insurance quotes until September or October, making it difficult in terms of budgeting for the new year.

City Administrator/Treasurer Mertes said the City currently has a Health Risk Assessment (HRA) program that is used to create the City's Wellness program, plan employee meetings, and improve overall employee health and well-being. She said there are online programs that can be used with HRAs, or in lieu of HRAs. Aurora has such a program, as does Humana, which has a program called Go365. These programs do come with a cost, but they could be used to help determine contributions towards health insurance premiums or help to reduce premiums.

City Administrator/Treasurer said a copy of the City's Personnel Manual was provided to the Committee for informational purposes. She said benefits have been reduced in recent years and health insurance is the one good benefit that employees have left.

Council Member Galbraith said he recently started a job with a company in the private sector that has a similar program. He said he would strongly encourage the use of programs like this. He said it is hard to attract employees in the public sector, but at the same time the public sector benefits must be in keeping with the private sector.

Council Member Chivinski said his background is in human resources, although not employee benefits. He said he is looking forward to learning more about the HR side of things in the City. He said he attended the presentation by the company that doing the branding study for the City. The results of the study are a testament to City employees, who it was shown do an excellent job delivering services to residents.

Sergeant Emmrich said he is on the Village Board in Jackson. The Village of Jackson is having a difficult time recruiting a Clerk-Treasurer. He said the City is fortunate to have a great team of employees and to have operations that work well.

Council Member Thome said one of the reasons she wanted to be on the Council was because of the great employees the City has. She said she would like to see the City work on succession planning.

City Administrator/Treasurer Mertes said Department Heads discussed succession planning, mentoring, and employee retention with a representative of CVMIC this week. In terms of benefits, one of the items mentioned was flexible scheduling. This is something Department Heads will be looking into in order to retain employees.

May 22, 2018

Council Member Galbraith said flexible scheduling can work if the City is up to speed in terms of residents being able to do things online. Council Member Chivinski agreed, but said he does not want to see things become impersonal.

In conclusion, the Committee felt the following were ideas or programs that should be looked into further:

- Succession planning
- Employee retention
- Employee mentoring
- Online programs, such as Go365, that can be used in conjunction with HRAs or possibly in lieu of them.
- Flexible scheduling

CONSIDER HOURS OF OPERATION FOR DEPARTMENTS

Director Hilvo said current summer hours for Public Works, Parks, and Forestry operations employees are 7:00 a.m. to 4:00 Monday through Thursday, and 7:00 a.m. to 11:00 a.m. on Fridays. He is looking to modify this schedule on a trial basis. The hours for the period from Memorial Day to Labor Day would be 6:30 a.m. to 3:30 p.m. Monday through Friday, and 6:30 a.m. to 10:30 p.m. on Fridays.

The Committee agreed implementation of the revised hours is a management decision, but expressed concern about possible noise complaints associated with starting at 6:30 a.m. Director Hilvo said this will be monitored and the hours can be changed if necessary.

CONSIDER COMPENSATION STUDY

City Administrator/Treasurer Mertes said she received a quote from Carlson Dettman in the amount of \$15,000 to do a compensation study. PayScale is a company that provides software that uses market data to build pay scales for employees and compare benefits. The cost of this software would be approximately \$8,000 per year. In addition, ADP, the City's current payroll provider, has a software module that can be used for the same purpose. The cost would be approximately \$2,100 per year. These tools could also be used to help recruit and retain employees.

Council Member Galbraith said he would rather see the City use a software module than a compensation study. Council Member Thome agreed, and she likes the idea of using the ADP module.

City Administrator/Treasurer Mertes said she will look more into using a software module for discussion at a future meeting.

SCHEDULE FUTURE MEETINGS

The next meeting of the Personnel Committee will be held on Tuesday, June 19, 2018 at 6:00 p.m.

ADJOURNMENT

Motion made by Council Member Galbraith, seconded by Council Member Chivinski, to adjourn the meeting at 7:27 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC
City Clerk