

**CITY OF CEDARBURG  
PERSONNEL COMMITTEE  
MARCH 19, 2019**

**PER20190319-1  
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, March 19, 2019 at City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 7:00 p.m. by Council President Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Garan Chivinski (arrived 7:05 p.m.), Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Assistant Administrator/Director of Parks, Recreation and Forestry Mikko Hilvo

**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 Galbraith, seconded by Council Member Thome, to approve the minutes of the February 5, 2019 Personnel Committee meeting. Motion carried with Council Member Chivinski excused.

**REVIEW AND DISCUSSION OF TREASURER'S OFFICE STAFFING LEVELS**

City Administrator/Treasurer Mertes said the request to fill a part-time position in the Treasurer's Office was referred to the Personnel Committee by the Common Council. She and Assistant Administrator Hilvo developed three options to address the staffing needs in the Department. The three options presented were:

**Option 1:**

This option would provide the current Deputy Treasurer/Payroll/Human Resources staff member an opportunity to assist in leading the Treasurer's Office and learning from the City Administrator/Treasurer as part of succession planning for the Treasurer's Department. It would move the current Accountant II/Receivables employee to the front to also provide receptionist duties. The department would hire a full-time Accountant II/Accounts Payables employee that will have the knowledge, skills, and abilities to act as a backup for payroll and learn from the current Deputy Treasurer/Payroll Officer as part of future succession planning.

Cost:

- 1) Increase Deputy Treasurer's salary from \$52,416 to \$58,000 with two staff reporting to her. (+\$5,584)
- 2) Cost of a full-time entry level accountant position. \$48,000.
  - With family insurance (\$20,587) total cost would be \$68,587
  - With single insurance (\$7,932) total cost would be \$55,932

Total cost for option 1: \$61,516 - \$74,171

**Option 2:**

This option would make the current Administrator/Clerk's Office Assistant full-time splitting duties between the Treasurer's Office and Clerk's office. They would handle accounts payable/receptionist duties. The person in this position currently has a finance background. The issue with this option is that there is no one to backup payroll. Currently the Deputy Treasurer/Payroll officer is the only person who knows how to do payroll for the City.

Cost:

- 1) Current hourly rate of the Administrator/Clerk's Assistant: \$17.88 at 1,040 hours = \$18,595
- 2) Current hourly rate of the open position in the Treasurer's Office: \$23.46 at 1,040 hours = \$24,398
- 3) Addition of 1,040 hours at \$17.88/hour = \$18,595
- 4) Savings from difference in hourly rate \$24,398 - \$18,595 = \$5,803.40
- 5) Insurance
  - a. Family: \$20,587 - \$5,803.40 = \$14,784
  - b. Single: \$7,932 - \$5,803.40 = \$2,129

Total Cost: \$2,129 - \$14,784

**Option 3:**

This option would just hire a new part-time person for Accounts Payable/Receptionist for the Treasurer's Office. Issue with this is the ability to retain a qualified part-time person in the position. This also would not solve the problem of having a backup for payroll.

Cost:

- 1) Hire a person at a lower rate. \$20/hour at 1,040 hours = \$20,800
- 2) \$24,398 - \$20,800 = \$3,598

Estimated Savings: \$3,598

Staff is recommending option 1 as this would allow for having a backup employee for payroll, which currently does not exist.

The Committee discussed the three options. Council Member Chivinski said it is time to reinvest into this critical position. He said the Council must recognize this is a turning point in City government.

Council Thome said she supports option 1 because it provides backup for payroll. Council Member Galbraith said he has a hard time supporting spending more money than is budgeted. He said two part-time employees were budgeted, one of those employees has left, and now the proposal to add a full-time employee. He questioned why this was not discussed during the last budget cycle.

Motion made by Council Member Thome, seconded by Council Member Chivinski, to recommend the Common Council approve option 1. Motion carried with Council Members Chivinski and Thome voting aye and Council Member Galbraith voting nay.

**CONSIDER POLICY OF STAFF NEEDING AUTHORIZATION TO FILL VACANCIES**

City Administrator/Treasurer Mertes said the question was raised at the last Council meeting about whether or not staff should be required to obtain Council approval for filling staff vacancies. She said City Clerk McHugh researched the history of this and found that the Council adopted an ordinance in 2004 requiring authorization. The ordinance was then written into the Personnel Manual when adopted in 2014. She said she is not pursuing a change in this policy at this time.

Council Member Galbraith suggested that vacancies be posted in advance of Council approval of filling vacancies if this is not prohibited in the Personnel Manual.

**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