

**CITY OF CEDARBURG  
PERSONNEL COMMITTEE MEETING  
JULY 28, 2020 – 6:00 P.M.**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, will be held at **6:00 p.m.** on July 28, 2020 utilizing the Zoom app.

**AGENDA**

1. CALL TO ORDER - Council President Patricia Thome
2. ROLL CALL – Present: Council Members Patricia Thome, Sherry Bublitz, Barbara Lythjohan
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES – February 10, 2020\*
5. NEW BUSINESS AND RECOMMENDATIONS THEREON
  - A. Health Insurance Presentation (Associated)
    - a. Trends
    - b. Benchmarking
  - B. Consider new Salary Grade structure
  - C. Consider title change for Deputy Treasurer/Payroll to Deputy Treasurer/Human Resources
  - D. Consider title change for Accountant I/Administrative Assistant to Accountant I/Assistant Clerk
  - E. Consider and discuss 2021 salaries
  - F. Discussion on Benefits
    - a. Vacation/Sick Leave/Holidays
    - b. Health Insurance
    - c. Longevity Pay
6. DISCUSS NEXT MEETING DATE
7. ADJOURNMENT

\* *Information attached, as well as available in the City Clerk's Office*

Individual members of various boards, committees, or commissions, including the Common Council, may attend the above meeting. It is possible that such attendance may constitute a meeting of a City board, committee or commission pursuant to State ex. rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 NW 2d 408 (1993). This notice does not authorize attendance at either the above meeting or the Badke Meeting, but is given solely to comply with the notice requirements of the open meeting law.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE  
TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES.  
PLEASE CONTACT THE CITY CLERK'S OFFICE AT (262) 375-7606

E-MAIL: [cityhall@ci.cedarburg.wi.us](mailto:cityhall@ci.cedarburg.wi.us)

MEMBERS - PLEASE NOTIFY CITY CLERK'S OFFICE IF  
UNABLE TO ATTEND THIS MEETING.

07/22/20 tas



## **CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19**

The City of Cedarburg will begin utilizing [zoom](#), an online meeting tool, to conduct City meetings. This includes all public meetings. We are cancelling all non-essential meetings and limiting agenda items but there are items that do require decisions to be made so that projects throughout the City can continue or get completed in a timely manner. We will continue to adhere to open meeting laws as set forth by the State of Wisconsin.



Most recently the Wisconsin Department of Justice issued an advisory on March 16, 2020, addressing this issue and stating that: “Governmental bodies typically can meet their open meetings obligations, while practicing social distancing to help protect public health, by conducting meetings via telephone conference calls if the public is provided with an effective way to monitor such calls (such as public distribution, at least 24 hours in advance, of dial-in information for a conference call).” The advisory emphasizes that “When an open meeting is held by teleconference or video conference, the public must have a means of monitoring the meeting. DOJ concludes that, under the present circumstances, a governmental body will typically be able to meet this obligation by providing the public with information (in accordance with notice requirements) for joining the meeting remotely, even if there is no central location at which the public can convene for the meeting.

## **CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC**

To download [zoom](#) on your mobile device, click on one of the following:



Here are the procedures for public to be able to view a meeting live through [zoom](#).

1. Contact the City Administrator, Mikko Hilvo, 2 hours in advance of the meeting you wish to attend via [zoom](#) by emailing him at [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us).
2. In your email Subject line please put down the meeting that you wish to attend (example: Common Council Meeting on 3-30-20 at 7:00pm).
3. Provide your Name, Address, Email, Phone Number to him via email with a request to join the meeting.
4. You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
5. All public participants will have their microphone muted.
6. If, during public comment, anyone wishes to talk they should request to do so through the chat feature or by using the “hand” to wave at the meeting organizer. The administrator of the meeting will unmute you at the appropriate time and ask you to make your comments.

If you are unable to utilize a computer, iPad, or tablet to view the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, we can email one to you.

Contact Info: Mikko Hilvo, City Administrator, [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us), (262) 375-7917.



## **CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 – FOR STAFF & BOARD MEMBERS**

The City of Cedarburg will be utilizing the [zoom](#) app to hold public meetings starting March 23, 2020 until April 30, 2020. All meetings will adhere to Wisconsin Open Meetings Law. The [zoom](#) app provides an option for the public to join the meeting via computer, iPad, tablet, or phone. Meetings will also be recorded and made available through our Clerks office for viewing at a later time.

Here are the procedures for staff and board members to utilize [zoom](#).

1. The City Administrator, Mikko Hilvo, will email a meeting invite to each staff and board member 24 hours prior to the meeting.
2. If another staff member, council member, or presenter needs access to the meeting and the ability to discuss an item they should request to get a meeting invite by emailing [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us) at minimum 6 hours prior to the meeting.
3. In your email Subject line please put down the meeting that you wish to attend. (Example: Common Council Meeting on 3-30-20 at 7:00pm)
4. Provide your Name, Address, Email, Phone Number and reason for attending the meeting to the administrator.
5. All agendas and documents that need to be shared during the meeting will be sent to members ahead of time and also provided electronically to the meeting organizer (City Administrator).
6. All meetings will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
7. All staff and/or board members will have their microphones on unless they mute it themselves. All public participants will have their microphone muted except during public comments or if they use the chat feature asking the administrator for permission to speak.
8. All Votes will be done through roll call.

If you are unable to utilize a computer, iPad, or tablet to participate in the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, it can be emailed to you.

Contact Info: Mikko Hilvo, City Administrator, [mhilvo@ci.cedarburg.wi.us](mailto:mhilvo@ci.cedarburg.wi.us), (262) 375-7917.

**CITY OF CEDARBURG  
PERSONNEL COMMITTEE  
February 10, 2020**

**PER20200210-1  
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Monday, February 10, 2020 at City Hall, W63 N645 Washington Avenue, lower level, room 1. The meeting was called to order at 6:30 p.m. by Council Member Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Rod Galbraith  
Excused - Council Member Sherry Bublitz  
Also Present - City Administrator Mikko Hilvo, Deputy City Clerk Amy Kletzien

**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 Thome, to approve the minutes of the January 7, 2020 Personnel Committee meeting. Motion carried without a negative vote with Council Member Bublitz excused.

**CONSIDER ALCOHOL AND CONTROLLED SUBSTANCE POLICY (AD-22); AND RECOMMENDATION TO COMMON COUNCIL**

City Administrator Hilvo explained that the City received a notification in December 2019 from CVMIC about a new Federal mandate for CDL drivers. It requires all CDL drivers to be listed in the Federal clearinghouse database. The proposed Policy for Alcohol and Controlled Substance (AD-22) needs to be in place before requiring that all employees who have a CDL license register with the clearinghouse.

Motion made by Council Member Galbraith, seconded by Council Member Thome, to recommend approval to the Common Council of the Alcohol and Controlled Substance Policy AD-22. Motion carried without a negative vote with Council Member Bublitz excused.

**CONSIDER REVISION TO SECTION 2-4-a OF THE PERSONNEL MANUAL Re: DRUG/ALCOHOL TESTING (CDL); AND RECOMMENDATION TO COMMON COUNCIL**

City Administrator Hilvo explained that a revision to Section 2-4-a of the Personnel Manual re: Drug/Alcohol Testing (CDL) is required to include the Alcohol and Controlled Substance Policy AD-22.

Motion made by Council Member Galbraith, seconded by Council Member Thome, to recommend approval to the Common Council for the revision to Section 2-4-a of the Personnel Manual re: Drug/Alcohol Testing (CDL). Motion carried without a negative vote with Council Member Bublitz excused.

**ADJOURNMENT**

Motion made by Council Member Thome, seconded by Council Member Galbraith, to adjourn the meeting at 6:39 p.m. Motion carried without a negative vote Council Member Bublitz excused.

Amy D. Kletzien, MMC, WCPC  
Deputy City Clerk

**CITY OF CEDARBURG  
EMPLOYEE COMPENSATION PLAN**

**PAY RANGES**

<b>Pay Grades</b>	<b>Minimum</b>	<b>Q1</b>	<b>Midpoint</b>	<b>Q3</b>	<b>Maximum</b>	<b>Job Position</b>
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
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

<b><u>Part-time, temporary, &amp; seasonal staff</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
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



The following positions are recommended to receive an additional salary increase in 2021. The actual increases will be determined by the Administrator based on recent salary studies, internal salary comparisons, years of service, and changes in job duties.

- 1) Deputy Treasurer/Human Resources
- 2) Deputy Clerk
- 3) Accountant I/Assistant Clerk
- 4) Director of Parks, Recreation, & Forestry
- 5) Recreation Superintendent/Social Media Coordinator
- 6) Recreation Coordinator
- 7) Public Works/Parks/Forestry Superintendent

All other staff will receive a 1% wage increase with potential for 1% - 3% additional increase based on their performance evaluation and where they are in their pay range.

**Vacation/Sick Leave:** 1yr(2wks), 5yrs(3ks), 12yrs(4wks), 20yrs(5wks)/12 sick days earned per year.

PeerGroupStudy	Ozaukee Co.	Village of Grafton PTO	Village of Shorewood	Village of Brown Deer	Village of Germantown	Village of Saukville	City of Plymouth	City of West Bend	City of Stoughton	Village of Thiensville	Village of Pewaukee	City of Port Washington	City of Hartford PTO	City of Oconomowoc	City of Cedarburg
SICK LEAVE	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
# of Sick Days Earned per Year	12		12	12	12	12	12	6	12	12	10	12		18	12
Can Sick Days Accumulate? (Y/N)	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
How Many Sick Days Can Accumulate?	150		no max	70	150	120	Unlimited	120	130	140		90	480	90	120
Pay Employee For Unused Sick Days?	Yes		Yes	Yes	Yes	50% at retirement	50%	Yes	No	No	No	Yes	Yes	No	Yes
<b>VACATION / PTO</b>															
How many years to get 1 wk vac/PTO?		1		0.5			1	1	1	1		1	0.4	0.5	
How many years to get 2 wks vac/PTO?	1	2	1	1	1		2	2	2	1	1	1	0.8	1	1
How many years to get 3 wks vac/PTO?	7	3	7	6	7		7	6	6	8	5	5	1	5	5
How many years to get 4 wks vac/PTO?	15	4	17	16	15		12	15	10	14	12	12	5	15	12
How many years to get 5 wks vac/PTO?	25	6	25	21	20		20		15		20		6	20	20
How many years to get 6 wks vac/PTO?		20											15		
How many years to get 7 wks vac/PTO?													21		

**Paid out Sick Leave at Retirement**

Light and Water utility 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.

**Paid Holidays – City Employees receive 9 paid holidays**

HOLIDAYS SURVEY			
Employer	(2019) Population	MLK Holiday	# of Paid Holidays
Village of Bayside	4,320	No	9
City of Delevan	8,388	No	9
City of Burlington	10,743	Yes	11
City of Cedarburg	11,599	No	9
City of Baraboo	12,203	No	9
City of River Falls	15,558	No	8
City of Kaukauna	16,038	No	8
City of Oconomowoc	16,964	No	10
City of Wisconsin Rapids	17,962	No	8
City of Marshfield	18,098	No	8
City of Mequon	24,470	No	9.5
City of Depere	25,445	No	8
City of Stevens Point	25,736	No	9
City of Superior	26,115	No	10
City of Neenah	26,268	No	8
City of West Bend	31,630	No	10
City of Manitowoc	32,822	No	8.5
City of Sun Prairie	34,332	Yes	11
City of Beloit	36,526	No	10
City of Oak Creek	37,939	No	10
City of Fond du lac	42,975	No	9
City of Janesville	64,585	No	8
City of Eau Claire	69,950	No	8
City of Appleton	75,096	No	8
City of Kenosha	99,487	Yes	11
City of Green Bay	105,163	No	8.5
City of Milwaukee	581,949	Yes	11

<b>Estimated Cost of Health Insurance 2021</b>				
<b>Current Family Premium</b>	<b>6% increase</b>	<b>8% Increase</b>	<b>12% Increase</b>	
\$22,792	\$24,160	\$24,615	\$25,527	
<b>Employee +1</b>	<b>6% increase</b>	<b>8% Increase</b>	<b>12% Increase</b>	
\$17,100	\$18,126	\$18,468	\$19,152	
<b>Current Single Premium</b>	<b>6%</b>	<b>8%</b>	<b>12%</b>	
\$7,905	\$8,379	\$8,537	\$8,854	
<b>Plan</b>	<b># of Employees</b>	<b>Increase at 6%</b>	<b>Increase at 8%</b>	<b>Increase at 12%</b>
Family	25	\$34,188.00	\$45,584.00	\$68,376.00
Ee +1	17	\$17,442.00	\$23,256.00	\$34,884.00
Single	18	\$8,537.40	\$11,383.20	\$17,074.80
Total Increase:		\$60,167.40	\$80,223.20	\$120,334.80
<b>Employee deductible</b>	<b>Annual Amount</b>			
Family	\$4,000			
Single	\$2,000			
<b>*If 5% contribution from employees</b>				
<b>Employee Premiums</b>	<b>Annual 6%</b>	<b>Annual 8%</b>	<b>Annual 12%</b>	
Family (5%)	\$30,199.40	\$30,769.20	\$31,908.80	
Employee + 1 (5%)	\$15,407.10	\$15,697.80	\$16,279.20	
Single (5%)	\$7,541.37	\$7,683.66	\$7,968.24	
Savings to City	\$53,147.87	\$54,150.66	\$56,156.24	
Total Increase with Employee Contr.	\$7,019.53	\$26,072.54	\$64,178.56	

<b><u>Municipal Comparison</u></b>	<b><u>Family</u></b>	<b><u>Single</u></b>	<b><u>Employee Share %</u></b>	<b><u>Employee cost</u></b>
Port Washington (2020)	\$32,232	\$10,572	15%	\$4835/\$1585
Grafton (2020)	\$24,600	\$10,008	15%	\$3690/\$1501
Mequon (2020)	\$24,192	\$9,840	12%	\$3132/\$1272
Cedarburg (2020)	\$22,792	\$7,905	0%	\$0/\$0
<b><u>2021 Options</u></b>				
Currently Proposed	\$25,527	\$8,854	0%	\$0/\$0
5% employee contr. on 12% incr.	\$25,527	\$8,854	5%	\$1277/\$443
10% employee contr. and 12% incr.	\$25,527	\$8,854	10%	\$2553/\$886
15% employee contr. and 12% incr.	\$25,527	\$8,854	15%	\$3830/\$1063

<b><u>Municipal Comparison</u></b>	<b><u>City Contr. To HSA</u></b>	<b><u>Employee Contr. To HSA</u></b>	<b><u>Deductible</u></b>	<b><u>Total Employee Cost</u></b>
Port Washington (2020)	\$4000/\$2000	\$0/\$0	\$7000/\$3500	\$7835/\$3585
Grafton (2020)	NO HSA	NO HSA	\$1000/\$500	\$4690/\$2001
Mequon (2020)	NO HSA	NO HSA	\$1000/\$500	\$4132/\$1772
Cedarburg (2020)	\$0/\$0	\$4000/\$2000	\$4000/\$2000	\$4000/\$2000
<b><u>2021 Options</u></b>				
Currently Proposed	\$0/\$0	\$4000/\$2000	\$4000/\$2000	\$4000/\$2000
5% employee contr. on 12% incr.	\$0/\$0	\$4000/\$2000	\$4000/\$2000	\$5277/\$2443
10% employee contr. and 12% incr.	\$0/\$0	\$4000/\$2000	\$4000/\$2000	\$6553/\$2886
15% employee contr. and 12% incr.	\$0/\$0	\$4000/\$2000	\$4000/\$2000	\$7830/\$3063

## Longevity Pay

Total Employees:	27	Amount: \$37,190.50
Police Administrative:	4	Amount: \$6880
Lowest amount:	\$819	Total (Excluding Police Union): \$44070.50
Highest amount:	\$2268	

## Longevity Pay Policy

(a) Regular full-time employees shall be entitled to an annual longevity bonus on the basis of sixty-three dollars (\$63.00) for each complete calendar year of continuous service to be payable the first pay date of December.

(b) Regular full-time employees hired after December 31, 2010 will first be eligible for the longevity benefit after ten (10) years of service.

(c) Regular part-time employees shall be entitled to an annual longevity bonus on the basis of one-half of the amount allocated in (a) above for each complete calendar year of continuous service, to be payable the first pay date in December.

(d) Regular part-time employees hired after December 31, 2010 will first be eligible for the longevity benefit after ten (10) years of service.

(e) Continuous service shall not include any period of unpaid leaves of absence, except unpaid leaves of absence caused by injury or illness, in excess of thirty (30) days, nor any unpaid leave of absence caused by injury or illness in excess of forty-five (45) days.

(f) In the event such employee retires during the year, such employee shall receive the above longevity bonus pro-rated on the basis of the number of months of the current year worked up to the date of retirement.

<u>Other municipalities</u>	<u>Yes/No</u>	<u>Max</u>
Hartford	No	
Glendale	Only Police Union	\$500
Grafton	\$1.50 per month	\$450
Port Washington	No	
Germantown	No	
Slinger	No	
Jackson	No	
Mequon	No	
West Bend	Only Police Union	\$660