



Committee of the Whole MEETING AGENDA

October 10, 2023 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Posted: 10/6/2023

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. September 26, 2023 Committee of the Whole meeting
 - B. October 5, 2023 Committee of the Whole Budget Meeting
4. **UTILITY & FINANCE**
 - A. Discussion and recommendation to the Common Council approval of the October 11, 2023 Water Utility claims in the amount of \$260,573.09, Sewer Utility claims in the amount of \$53,276.56 and General City claims in the amount of \$771,663.42. US Bank VISA EFT of \$32,781.46.
5. **MISCELLANEOUS**
 - A. Human Resources Department Update - Melissa Beck, HR Director
6. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.
- It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.
- You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.
- The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.
- It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.

Committee of the Whole MEETING MINUTES



September 26, 2023 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL MEETING TO ORDER

Council President Harenda called the meeting to order at 6:00PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

City Clerk Rubina R. Medina took the roll call as follows:

Present: Alderperson Kroupa, Alderperson La Fever, Alderperson Horbinski, Alderperson Hopkins, Alderperson Maxey, Alderperson Harenda, Alderperson Stribl

Excused: Mayor Ament

Staff Present: DCD Director Greg Kessler, Finance Director Ralph Chipman, City Attorney Mark Blum, City Clerk Rubina Medina

3. APPROVAL OF MINUTES

A. August 29, 2023 Committee of the Whole Meeting

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Horbinski
Second by: Alderperson Kroupa
Motion Passed 7-0

4. UTILITY & FINANCE

A. Discussion and recommendation to the Common Council approval of the September 13, 2023 Water Utility claims in the amount of \$535,678.37, Sewer Utility claims in the amount of \$417,687.66 and General City claims in the amount of \$866,783.41. US Bank VISA EFT of \$33,937 and WE Energies EFT of \$55,909.05

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Maxey
Motion Passed 7-0

B. Discussion and recommendation to the Common Council approval of the September 27, 2023 Water Utility claims in the amount of \$436,477.38, Sewer Utility claims in the amount of 1,553,075.74 and General City claims in the amount of \$1,458,670.78. WE Energies EFT of \$58,425.46

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Hopkins
Second by: Alderperson Maxey
Motion Passed 7-0

5. MISCELLANEOUS

- A. Information Technology Department Update by Director Alan Skornia
Director Skornia provided an update. No Motion.
- B. Discussion and recommendation to the Common Council approval of Ordinance No. 2681, an Ordinance to create chapter 67 of the municipal code of the City of New Berlin regarding municipal cemeteries
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Maxey
Motion Passed 7-0
- C. Discussion and recommendation to the Common Council approval of the City of New Berlin Cemetery Rules and Regulations
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson Hopkins
Motion Passed 7-0
- D. Discussion and recommendation to the Common Council approval of New Berlin Centre Cemetery Plat, Section "D"
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Maxey
Motion Passed 7-0
- E. Discussion and recommendation to the Common Council approval of Resolution 2023-23, a Resolution to transfer \$15,000 from the 2023 Contingency account to the Streets department - Signals and Streetlights account to purchase digital speed monitors
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson Maxey
Motion Passed 7-0
- F. Discussion and recommendation to the Common Council approval of Ordinance No. 2682, an Ordinance to amend section 6-2, A, (1) and (2) of the City of New Berlin Municipal Code regarding membership of the Board of Review
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Hopkins
Second by: Alderperson Kroupa
Motion Passed 7-0
- G. Discussion and recommendation to the Common Council approval of Resolution No. 2023-24, a resolution of the City of New Berlin regarding the Official City newspaper
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Hopkins
Motion Passed 7-0
- H. Discussion and recommendation to the Common Council approval of the creation of the Deputy Fire Chief position effective immediately
MOTION: Motion to Approve

VOTE: Motion by: Alderperson Hopkins

Second by: Alderperson Maxey
Motion Passed 7-0

6. ADJOURN

MOTION: Motion to Adjourn at 6:14 PM.

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson Stribl
Motion Passed 7-0



Committee of the Whole Budget Workshop MEETING MINUTES

October 4, 2023 - 3:00 PM
Council Chambers
3805 S. Casper Drive

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL MEETING TO ORDER

The Committee of the Whole Budget Workshop was called to Order by Mayor Ament at 3:00PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Clerk took the roll call as follows:

Present: Alderperson Hopkins, Alderperson Maxey, Alderperson Harenda, Alderperson Stribl, Alderperson Horbinski, Alderperson Kroupa, Mayor Ament, Alderperson La Fever

Staff Present: Finance Director Ralph Chipman, Deputy Director Amy Miller and City Deputy Clerk Sherri Hanson

3. 2024 BUDGET

A. Review, discussion and possible action on the proposed 2024 department operating budgets

Presentation by Finance Director Ralph Chipman

Mayor Ament read the narrative to his executive budget.

B. Possible action to forward the 2024 operating budget to the Common Council

MOTION: Motion to Forward the 2024 Operating Budget to the Common Council

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Horbinski
Motion Passed 7-0

C. Review, discussion and possible action on the proposed 2024 CIP budget

Mayor Ament informed the Alderpersons that the 2024 CIP Budget is not complete at this time. No action was taken.

D. Possible action to forward the 2024 CIP budget to the Common Council

No Action

4. ADJOURN

MOTION: Motion to Adjourn at 4:20PM

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson Maxey
Motion Passed 7-0

Human Resource Department

Common Council Update
Tuesday, October 10, 2023



The Team



- Eric Berg
 - Human Resource Assistant
 - Main focus: Hiring and onboarding

- Rebecca Freisleben
 - Benefit & Leave Specialist
 - Main focus: benefit administration and leave processing

- Melissa Beck
 - Human Resource Director
 - Main focus: Overall HR strategy to improve employee performance, employee engagement and employee retention

Department Vision



- Improve employee engagement through effective communication and education for all employees.
- Cultivate trust and respect to maintain positive interactions with employees.
- Fulfill statutory duties and maintain the highest standards of ethics and integrity.
- Position the Human Resource Department a Center of Excellence with a focus on initiatives to improve performance, growth and employee satisfaction.

HR Initiatives



- Moved all employees and retirees to a new health plan with an HRA
 - Continual education and support
- Rolled out a Performance Review Process
 - First annual review for all staff will be June 2024
- Created a compensation structure
- Updated multiple policies and the Employee Handbook
- Streamlined the Onboarding and New Hire Orientation process
 - Employees are set to go on day 1

HR Initiatives



- Led the implementation of Employee Self Service site
 - This eliminated the need to print paycheck stubs
- Rolled out required training for leadership with CVMIC
 - These were group trainings for just the City
 - It allowed us as a team to be in the same room and learn how to be better at what we do
- Improved recruitment tools
 - Ensure we find all sites that we can post on
 - Created job flyers
- Rolled out new Work Com p reporting process
 - Created WC kits
 - Simplified the process and made it a uniform procedure

Upcoming Items



- Hiring
 - We currently have 7 FT openings and 4 new positions to fill
- Leading the implementation of a new time and attendance system
 - Streamlines our internal processes
 - Allows HR and Finance to manage time off more efficiently and accurately
- Implementing position control in our Munis system
 - Gives us more tools to manage staffing and the staffing budget
- Creating an Interview guide for hiring managers

Upcoming Items



- Benefits Open Enrollment
 - Evaluating the options for employee benefits for 2024
 - Currently in the first phase of planning
 - Meetings should be the last week of October with open enrollment starting 11/6
- Employee trainings
 - HR is looking to implement a training schedule through Neogov that focuses on general HR issues vs just the job specific trainings
- Implementing position control in our Munis system
 - Gives us more tools to manage staffing and the staffing budget
- Creating an Interview guide for hiring managers

Thank you for all that you do!

QUESTIONS?