

Committee of the Whole Meeting Agenda



January 14, 2025 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Published: 1/10/2025

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. December 10, 2024 Committee of the Whole Meeting Minutes
4. **UTILITY & FINANCE**
 - A. Discussion and possible action to recommend approval to the Common Council of the December 25th, 2024, Water Utility claims in the amount of \$194,209.31. Sewer Utility claims in the amount of \$773,588.70, and General City claims in the amount of \$866,783.41. US BANK VISA EFT of \$31,816.14
 - B. Discussion and possible action to recommend approval to the Common Council of the January 15th, 2024, Water Utility claims in the amount of \$155,804.30 for 2024 invoices and \$5,084 for 2025 invoices. Sewer Utility claims in the amount of \$57,013.63 for 2024 invoices and \$1,305 for 2025 invoices. General City claims in the amount of \$627,402.20 for 2024 invoices and \$202,933.95 for 2025 invoices. Tax overpayment checks totaling \$33,738.72 were also generated. We Energies EFT of \$59,401.66
5. **MISCELLANEOUS**
 - A. Discussion and possible action to recommend approval to the Common Council for the Director of Finance to sign the Declaration of Official Intent for the 2025 Debt Issue, not to exceed the approved 2025 Capital Improvement Budget amounts plus projected issuance costs
 - B. Discussion and possible action to recommend approval to the Common Council of the 2025 Salary Table, as presented in the agenda packet, effective January 6, 2025.
 - C. Discussion and possible action to recommend approval to the Common Council to authorize the reclassification of a Facilities Maintenance Technician position to a Lead Facilities Maintenance Technician position for the 2025 budget year
6. **ADJOURN**

Additional Information

- The agenda packet with supplemental information related to the agenda items is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes are also posted online.
- The governing body may consider agenda items out of order
- Members, and potentially a quorum of other governmental bodies of the municipality, may be present at the meeting to gather information. No action will be taken by any governmental body other than the one referenced in this notice.

- With reasonable notice, accommodations will be provided under the Americans with Disabilities Act to meet the needs of individuals with disabilities through appropriate aids and services. For more information or to request assistance, please contact the Office of the City Clerk at (262) 786-8610.



Committee of the Whole MEETING MINUTES

December 10, 2024 - 6:00 PM
Council Chambers
3805 S. Casper Drive

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

MINUTES

1. CALL MEETING TO ORDER

Mayor Ament called the meeting to order at 6:01 PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

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

Present: Hopkins, Maxey, Harenda, Stribl, Horbinski, Kroupa & LaFever

Excused: None

Staff Present: Mayor Dave Ament, City Attorney Mark Blum, HR Director Melissa Beck, City Clerk Rubina R. Medina

The City Clerk stated that a quorum had been established, and the meeting was posted in accordance with the open meetings law.

3. APPROVAL OF MINUTES

A. November 12, 2024, Committee of the Whole Meeting Minutes

MOTION: Motion to Approve

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

4. UTILITY & FINANCE

A. Recommendation to the Common Council for approval of the November 27th, 2024, Water Utility claims in the amount of \$74,245.93. Sewer Utility claims in the amount of \$5,360.19, and General City claims in the amount of \$947,005.79. US BANK VISA EFT of \$31,228.28 and We Energies EFT of \$68,531.48

MOTION: Motion to Approve

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

5. LICENSES & PERMITS

A. Discussion and Recommendation to the Common Council for Approval of the 2025 Garbage Hauler License for John's Disposal, Inc.

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Stribl

Second by: Alderperson Hopkins
Motion Passed 7-0

B. Discussion and Recommendation to the Common Council for Approval of the 2025 Garbage Hauler License for Waste Management - Franklin

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 for Approval of the 2025 Garbage Hauler License for Eagle Disposal, Inc.

MOTION: Motion to Approve

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

D. Discussion and Recommendation to the Common Council for Approval of the 2025 Garbage Hauler License for Waste Management Hartland Hauling

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson La Fever
Motion Passed 7-0

E. Discussion and Possible Action to Recommend Common Council Approval of a "Class B" Combination Liquor License for Ethic Indoor, Located at 5330 S. Racine Ave, for the License Year Ending June 30, 2025, per the Application on File and Subject to Meeting All Requirements

MOTION: Motion to Approve

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

6. MISCELLANEOUS

A. Department of Public Works Update

Lucas Pichler, Director of Public Works, provided an update attached to the agenda packet.

B. Discussion and Possible Action to Recommend Common Council Authorization for the City of New Berlin Joint Review Board to Hold a Meeting Electronically on December 12, 2024, at 4:30 PM

MOTION: Motion to Approve

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

C. Discussion and Possible Action to Recommend Common Council Approval of Resolution 2024-24: A Resolution Amending the 2020 Capital Projects Budget for the Replacement of Worn Carpeting at the New Berlin Public Library

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson Hopkins

Motion Passed 7-0

- D.** Discussion and Possible Action to Recommend Common Council Approval of Resolution 2024-26: a Resolution to Amend the Capital Projects Budget to Reallocate Remaining Balances from Completed Park Improvement Projects to Ongoing Projects per the RAS

MOTION: Motion to Approve

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

- E.** Discussion and Possible Action to Recommend to the Common Council Approval of the Proposed 2025 Capital Improvement Plan (CIP) Budget

MOTION: Motion to reduce the CIP budget for the Recreation Transit Van from \$90,000 to \$70,000

VOTE: Motion by: Alderperson La Fever
Second by: Alderperson Harenda
Motion Failed 3-4 with Ald. Hopkins, Stribl, Horbinski & Kroupa voting nay

MOTION: Motion to move the Malone Park Bond Issue from 2025 to 2026, in the amount of \$3,340,000.

VOTE: Motion by: Alderperson Harenda
Second by: Alderperson Maxey
Motion Failed 3-4 with Ald. Hopkins, Stribl, Horbinski & Kroupa voting nay

MOTION: Motion to Approve the CIP Budget as presented

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Horbinski

Motion Passed 7-0

7. ADJOURN

MOTION: Motion to Adjourn at 7:00 p.m.

VOTE: Motion by: Alderperson La Fever
Second by: Alderperson Stribl
Motion Passed 7-0

Respectfully Submitted by:
Rubina R. Medina, City Clerk

DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the City of New Berlin, Wisconsin (the “Issuer”) to reimburse expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on January 27, 1998. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures fund(s)/account(s) described below:

1. Project description 2025 Capital Improvement Program

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$ 11,400,000.00.

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, 3 years if the Issuer is a “small issuer” after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than 3 years after the expenditure is paid.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this 14th day of January, 2025

By: _____

City Finance Director

DATE: January 14, 2025

TO: Mayor Ament
Common Council

FROM: Mayor Ament
Melissa Beck, Human Resource Director
Ralph Chipman, Director of Finance

REQUESTED ACTION:

Recommendation to Council to approve the attached 2025 Salary Table effective 01/06/2025

FISCAL IMPACT:

The related salary range adjustments are accounted for in the 2025 approved operating budget.

RATIONALE:

The attached 2025 Salary Grade Table reflects an increase to 2025 salary ranges for all non-represented staff:

- Salary Range 1 through 16 = 2% increase

Adjustments to the salary ranges allows the City to attract and retain a talented workforce.

ATTACHMENTS:

2025 Non-represented Employee Salary Ranges 1 through 16

Range	Min	Q1	Midpoint	Q3	Maximum
1	16.35	17.79	19.22	20.65	22.09
2	20.58	22.37	24.17	25.97	27.76
3	22.01	23.94	25.86	27.79	29.71
4	23.56	25.62	27.68	29.74	31.80
5	25.21	27.42	29.62	31.82	34.02
5	52,422.19	57,009.00	61,595.80	66,182.61	70,769.41
6	26.97	29.33	31.69	34.05	36.41
6	56,091.63	60,999.11	65,906.59	70,814.06	75,721.54
7	29.38	31.96	34.53	37.10	39.67
7	61,131.44	66,480.28	71,829.12	77,177.95	82,526.79
8	31.44	34.20	36.95	39.71	42.46
8	65,410.29	71,133.38	76,856.47	82,579.56	88,302.65
9	69,987.90	76,112.03	82,236.16	88,360.29	94,484.42
10	74,888.07	81,440.57	87,993.08	94,545.58	101,098.08
11	80,129.21	87,140.66	94,152.11	101,163.57	108,175.02
12	84,360.43	91,741.81	99,123.18	106,504.56	113,885.93
13	89,421.89	97,246.25	105,070.61	112,894.97	120,719.33
14	94,786.42	103,080.56	111,374.69	119,668.83	127,962.97
15	100,474.60	109,266.11	118,057.63	126,849.14	135,640.66
16	106,502.67	115,821.86	125,141.06	134,460.26	143,779.46

REQUESTED ACTION STATEMENT

DATE: January 14, 2025

TO: Common Council

FROM: Mayor Ament
Melissa Beck, Human Resource Director
Lucas Pichler, DPW Director

REQUESTED ACTION:

Recommendation to Council to authorize the change of a Facilities Maintenance Tech position to a Lead Facilities Maintenance Tech position for the 2025 Budget Year.

FISCAL IMPACT:

With the change in the position, the salary range would increase thus increase the overall compensation and benefits cost. Given the original position would not be filled though, the overall fiscal impact would be minimal for the 2025 budget year. We anticipate a fiscal impact of approximately \$5,000-\$10,000 starting with the 2026 budget year.

RATIONALE:

As we continue to evaluate how to best operate efficiently and effectively across departments, it was determined that creating a lead facilities maintenance tech position to oversee the facilities maintenance staff would prove beneficial. The additional oversight within the daily operations of the department will ensure work orders are being completed timely and efficiently and help with the communication between staff, the department and the supervisors.

ATTACHMENTS:

Lead Facilities Maintenance Tech Job Description 1.2025



CITY OF NEW BERLIN
JOB DESCRIPTION
Updated

POSITION: Lead Building Maintenance Tech

DEPARTMENT: DPW / Facilities Division

SUPERVISOR: Facilities Supervisor

EMPLOYMENT STATUS: Non-Exempt / FT

SALARY RANGE: (7) 28.81 – 38.89

DIRECT REPORTS: 2

POSITION SUMMARY

Under general supervision of the Facilities Supervisor, coordinates the activities of Building Maintenance Technicians in city buildings related to general carpentry, plumbing, heating, painting, electrical and mechanical functions. Receives, distributes, and performs building maintenance work orders.

ESSENTIAL DUTIES

- Distributes and assigns work orders to building maintenance staff and oversees daily assignments of staff to ensure completion and documentation in the City's asset management system.
- Responsible for facilitating communication between staff members and reporting project progress, concerns and/or shortfalls to the Facilities Supervisor.
- Assists the Facilities Supervisor in managing the City's asset management system, including but not limited to, inventory management, asset documentation, and work order management.
- Performs preventative maintenance and repairs of facility mechanical infrastructure, including but not limited to, plumbing, HVAC, and electrical.
- Performs stocking of supplies and ordering of materials.
- Performs programming, trouble-shooting, and checks of the Building Automation Systems.
- Assists Parks Division with special event setup and takedown.
- Assists the Facilities Supervisor with education and training of the maintenance staff.
- Performs miscellaneous carpentry and masonry work.
- Performs minor low voltage and phone wiring projects.
- Performs minor electrical work.
- Assists building maintenance staff with remodeling projects.
- Assists in performing security checks of facilities.
- Performs various light cleaning tasks as a backup for our Custodial services.
- Sets up buildings for various meetings and functions as required.
- Responds to after-hour emergency calls for service on a rotational basis.
- Performs snow and ice control measures including plowing, salting, and shoveling.
- Performing routine daily and weekly checks on assigned vehicles and equipment.
- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Availability to receive and respond to emergency calls during all hours – including evenings, weekends, and holidays.
- Knowledge of CMMS programs (Computer Maintenance Management Systems).

- Extensive knowledge of tools, equipment, materials, safety hazards, building codes, methods, and practices used in construction, repairs, and maintenance of buildings.
- Ability to perform skilled hand, field, and bench work.
- Knowledge of HVAC and BAS (Building Automation Systems) systems, and their related materials.
- Knowledge of tools, equipment, materials, methods, and practice of painting trades.
- Ability to read, analyze, and interpret technical procedures, electrical schematics, blueprints, service manuals, and work orders to perform required maintenance work.
- Ability to identify safety hazards and notify the appropriate teams to abate the problem.
- Ability to self-motivate, work independently, and work in a group environment.
- Ability to give direction and demonstrate leadership skills.
- Ability to follow oral and written instructions.
- Ability to communicate effectively about existing and potential issues with the Supervisor or others who need to be informed.
- Ability to organize and maintain a clean working environment.
- Computer aptitude for training purposes of all building maintenance computer-related facility functions including building HVAC-BAS monitoring, researching problems, ordering material, and other job-related programs.

MINIMUM QUALIFICATIONS

- Completion of vocational or apprenticeship program in carpentry/building trades
- Minimum of seven years experience in various construction trades (carpentry, plumbing, HVAC, or electrical) or in the building or facility maintenance field.
- One-three years in a supervisory role
- Valid Driver's License

PREFERRED QUALIFICATIONS

- Commercial Driving License (CDL)
 - Snow plowing
-

PHYSICAL REQUIREMENTS

- Ability to lift, push, pull or carry up to 50 lbs.
- Ability to stand for extended periods of time
- Ability to work outdoors in all weather conditions, including extreme heat and cold

ENVIRONMENTAL REQUIREMENTS

- Ability to work in environments with potential exposure to dust, pollen, or other airborne particles
- Ability to work in enclosed spaces

SENSORY REQUIREMENTS

- The task requires close visual acuity to perform various activities.
- The task requires oral communications ability.
- The task requires sound and depth perception.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee and group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgement, to be proper.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The City of New Berlin does not discriminate on the basis of the protected classes of age, race, color, creed, religion, disability, handicap, marital or parental status, sex, sexual orientation, gender identity national origin, ancestry, citizenship, political affiliation, arrest or conviction record not substantially related to a person's job, pregnancy, membership in the military, or use or nonuse of lawful products off City property during non-work hours or any other reason prohibited by state or federal laws.