



Committee of the Whole Meeting Agenda

February 25, 2025 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Published: 2/21/25

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. February 11th, 2025 Committee of the Whole Meeting Minutes
4. **UTILITY & FINANCE**
 - A. Discussion and possible action to recommend to Common Council approval of February 26th, 2025, Water Utility claims in the amount of \$236,561.94, Sewer Utility claims in the amount of \$6,776.58, and General City claims in the amount of \$1,799,427.61. WE Energies EFT of \$78,697.37
5. **MISCELLANEOUS**
 - A. Discussion and possible action to recommend to the Common Council approval of the Salary Study and proposed 2025 Employee Compensation Adjustments
6. **ADJOURN**

Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.
- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.



Committee of the Whole MEETING MINUTES

February 11, 2025 - 6:00 PM
Council Chambers
3805 S. Casper Drive

MINUTES

1. CALL MEETING TO ORDER

Mayor Ament called the meeting to order at 6:00 PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

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

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

Staff Present: Mayor Dave Ament, City Attorney Thomas Schmitzer, City Clerk Rubina R. Medina

The City Clerk confirmed that a quorum was present and that the meeting was properly posted in compliance with open meetings law.

3. APPROVAL OF MINUTES

A. January 28th, 2025 Committee of the Whole Meeting Minutes

MOTION: Motion to approve

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

4. UTILITY & FINANCE

A. Discussion and possible action to recommend approval to the Common Council of the February 12, 2025, Water Utility claims in the amount of \$136,501.76. Sewer Utility claims in the amount of \$25,586.97. General City claims in the amount of \$420,293.06. Tax overpayment checks totaling \$52,007.39 were also generated. US BANK VISA EFT of \$11,311.29 for 2024 invoices and \$14,289.45 for 2025 invoices. We Energies EFT of \$59,449.55.

MOTION: Motion to approve

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

5. LICENSES & PERMITS

- A.** Discussion and possible action to recommend Common Council approval of a "Class B" Combination Liquor License for Lidente, LLC, dba Uncle Jimmy's Bar & Grill, located at 18540 W. National Avenue, as outlined in the application and premise description on file. The current license for this establishment is held by Mustang Shelley's, which has submitted an intent to surrender its license back to the City. This surrender makes the license available, allowing the new applicant to apply

MOTION: Motion to approve

VOTE: Motion by: La Fever
Second by: Harenda
Motion 7-0

- B.** Discussion and possible action to recommend to the Common Council approval of a 2025 Short-Term Lodging License to Mark Nelson of 17303 W. Greenfield Avenue per the application on file

MOTION: Motion to approve

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

6. MISCELLANEOUS

- A.** Municipal Court Department Update

Cathy Hausen, Municipal Court Manager for the City of New Berlin, provided a department update. The PDF is attached to the agenda packet.

7. ADJOURN

MOTION: Motion to adjourn at 6:15 PM

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

Respectfully Submitted,
Rubina R. Medina, City Clerk

DATE: February 25, 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 results of the Salary Study as conducted by the Human Resource Department, Finance Department and Mayor's Office.

FISCAL IMPACT:

The fiscal impact upon approval of the Salary Study and implementation in July of 2025 would be \$269,041 on the City Operating Budget. Funding would come from a combination of budget funds made available from vacant positions and a transfer from contingency.

RATIONALE:

The City of New Berlin has not conducted an employee classification and compensation review since 2015. It is best practice to review compensation every 3-5 years. Multiple surrounding communities have conducted and implemented compensation reviews. The purpose of the salary study was to determine any deficits within the current compensation structure. Based on the data from the study, it is apparent our wages in many of our positions are not competitive in relation to our peers. In order to retain our current staff and attract qualified new staff, we feel it is imperative the salary study is approved and implemented in July of 2025.

ATTACHMENTS:

Presentation
Proposed Compensation Ranges



2024 Salary Study Non-Represented Employees

PRESENTATION OUTLINE

- History of Salary Studies
- Review of Pay Increases
- Salary Study Process
- Outcome
- Compression review
- Fiscal Impact
- Next Steps



HISTORY OF SALARY STUDIES



- Salary Ranges should be reviewed every 3-5 years
- The City's last salary study was completed in 2015 in conjunction with a third party, GovHR
- The 2024 Salary Study was completed in conjunction with GovInvest

PAY INCREASES FOR NON-REPS



- 2015 – Steps
 - Min – Step 1-4 – Mid – Max – Merit
- 2016 – Comp Study Changes (50th percentile)
 - Implemented Ranges
 - Minimum – Maximum
 - 3 increments for hourly staff
- 2017 – 1.5% increase to the salary grade and compensation table
- 2018 – 2.3% increase to the salary grade and compensation table
- 2019 – 3.0% increase to the salary grade and compensation table
- 2020 – 2.0% increase to the salary grade and compensation table
- 2021 – 0.0% increase to the salary grade and compensation table
- 2022 – 1.5% increase to the salary grade and compensation table
- 2023 – 3.0% / 2.0% increase to the salary grade and compensation table
- 2024 – 2.0% increase to the salary grade and compensation table

SALARY STUDY PROCESS



- Determined study would be conducted internally but with a third-party collecting and validating the data
- The City used 13 comparators based on:
 - Population Size
 - Location
 - Consistent with comparable communities used prior
- The data provided was the most recent data for the municipality as of June 2024.
- Many, but not all, job descriptions were available for reference

Year	Municipality	Population
2024	Brookfield (city)	41,464
2024	Franklin	35,811
2024	Greenfield	37,352
2024	Janesville	65,942
2024	Menomonee Falls	38,906
2024	Mequon	25,200
2024	Muskego	25,242
2024	New Berlin	40,375
2024	Oak Creek	36,260
2024	Pewaukee	15,945
2024	Waukesha (city)	71,256
2024	Wauwatosa	47,752
2024	West Allis	59,484
2024	West Bend	31,727

SALARY STUDY PROCESS



- Matched similar position titles within the comparable communities with New Berlin
- Reviewed position descriptions and job postings for additional information to ensure an appropriate job match
 - Removed data points that did not align vs weighting
- Compiled data
 - Calculated an average minimum and average maximum
 - Reviewed the data and calculated an average mid-point
- Created new ranges based on mid-point
- Re-reviewed positions where significant increase or decrease
- Consulted with a MRA compensation consultant on methodology

OUTCOME



- Hourly
 - Implemented a consistent spread between ranges – approx. 4%
 - Decreased the spread between the min-max in the ranges from 35% to 25%
- Salary
 - Implemented a consistent spread between ranges – 7%; then lowered it to 6%
 - The spread between the min-max remained at 35%
- Placement in new ranges
 - Positions were placed in new ranges based on the calculated average mid-points from the compiled data
 - If it was not an exact match rounding was necessary
- Employees will be placed in the new range for their position based on where they were at in their current band
 - Ex: employee is at 90% of midpoint in current range, they will be placed at 90% of midpoint in their new range

FISCAL IMPACT



Current:

- A 2% COLA was budgeted for in the 2025 Operating Budget. All eligible employees will receive a 2% pay increase in January 2025.

Proposed:

- Employees will be placed in their new ranges in July 2025
- The ranges will be increased 2%
- Market Adjustments will be applied
- Market Adjustment Budgetary Options
 - All Adjustments on January 1st
 - \$538,082
 - Split Adjustment of January 1st and July 1st
 - \$330,793
 - All Adjustments on July 1st
 - \$269,041

RECOMMENDATION



2025

- Approve and implement new salary ranges and adopt market adjustments for employees effective July 2025 in order to remain competitive in recruitment and retention

2026

- Create a compensation plan to further define how employees move through their ranges
- Create a plan to address future compression issues within the Police and Fire Department

Range	Position	FLSA	Minimum	MidPoint	Maximum
6	Lead Librarian	E	56,977.50	66,948.56	76,919.63
6	Recreation Specialist	E	56,977.50	66,948.56	76,919.63
6	Assistant Deputy Clerk	E	56,977.50	66,948.56	76,919.63
7	Executive Assistant	E	60,965.93	71,634.96	82,304.00
7	Administrative Services Manager	E	60,965.93	71,634.96	82,304.00
7	Office Manager	E	60,965.93	71,634.96	82,304.00
7	Records & Info. Mngr.	E	60,965.93	71,634.96	82,304.00
8	Principal Planner	E	65,233.54	76,649.41	88,065.28
8	Code Compliance Specialist	E	65,233.54	76,649.41	88,065.28
8	HR Benefits and Leave Specialist	E	65,233.54	76,649.41	88,065.28
8	Assistant Recreation Manager	E	65,233.54	76,649.41	88,065.28
8	Deputy City Clerk	E	65,233.54	76,649.41	88,065.28
9	GIS/LIS Supervisor	E	69,799.89	82,014.87	94,229.85
9	Network Administrator	E	69,799.89	82,014.87	94,229.85
9	Public Services Manager	E	69,799.89	82,014.87	94,229.85
9	Deputy Assessor	E	69,799.89	82,014.87	94,229.85
10	Library Services Manager	E	74,685.88	87,755.91	100,825.94
10	Recreation Manager	E	74,685.88	87,755.91	100,825.94
11	Streets Supervisor	E	79,913.89	93,898.82	107,883.75
11	Lead Inspector	E	79,913.89	93,898.82	107,883.75
11	Accounting Supervisor	E	79,913.89	93,898.82	107,883.75
11	Utility Supervisor	E	79,913.89	93,898.82	107,883.75
11	Facilities Supervisor	E	79,913.89	93,898.82	107,883.75
11	Parks Supervisor	E	79,913.89	93,898.82	107,883.75
11	Emergency Management Manager	E	79,913.89	93,898.82	107,883.75
12	Assistant City Engineer	E	85,507.86	100,471.74	115,435.62
12	Stormwater Division Engineer	E	85,507.86	100,471.74	115,435.62
12	Deputy Director of Finance	E	85,507.86	100,471.74	115,435.62
12	Deputy Director of Technology	E	85,507.86	100,471.74	115,435.62

13	City Engineer	E	90,638.34	106,500.04	122,361.75
13	Assessor	E	90,638.34	106,500.04	122,361.75
13	Deputy Director of Public Works	E	90,638.34	106,500.04	122,361.75
13	City Clerk	E	90,638.34	106,500.04	122,361.75
13	Deputy Director Community Dev.	E	90,638.34	106,500.04	122,361.75
14	Police Captain	E	96,076.64	112,890.05	129,703.46
14	Utility Manager	E	96,076.64	112,890.05	129,703.46
14	Battalion Fire Chief	E	96,076.64	112,890.05	129,703.46
14	Division Chief of CRR - Fire	E	96,076.64	112,890.05	129,703.46
14	Library Director	E	96,076.64	112,890.05	129,703.46
15	HR Director	E	101,841.23	119,663.45	137,485.67
15	IT Director	E	101,841.23	119,663.45	137,485.67
16	Deputy Police Chief	E	107,951.71	126,843.26	145,734.81
16	Finance Director	E	107,951.71	126,843.26	145,734.81
16	Deputy Chief of Administration Fire	E	107,951.71	126,843.26	145,734.81
16	Director of Public Works	E	107,951.71	126,843.26	145,734.81
16	Director of Community Development	E	107,951.71	126,843.26	145,734.81
17	Fire Chief	E	114,428.81	134,453.85	154,478.89
17	Police Chief	E	114,428.81	134,453.85	154,478.89

Range	Position	FLSA	Minimum	MidPoint	Maximum
101	Custodian	NE	18.67	21.34	24.01
101	Library Circulation Aide	NE	18.67	21.34	24.01
105	Office Assistant	NE	21.68	24.43	27.48
105	Facilities & Grounds Laborer	NE	21.68	24.43	27.48
105	4th of July Coordinator	NE	21.68	24.43	27.48
105	Senior Coordinator	NE	21.68	24.43	27.48
105	Property Room Custodian	NE	21.68	24.43	27.48
105	Court Clerk II	NE	21.68	24.43	27.48
106	Cashier-Clerk	NE	22.55	25.41	28.58
106	Court Liaison	NE	22.55	25.41	28.58
106	Court Clerk I	NE	22.55	25.41	28.58
107	Parks & Forestry Worker	NE	23.45	26.42	29.73
107	Payroll Associate	NE	23.45	26.42	29.73
107	Recreation Coordinator	NE	23.45	26.42	29.73
107	Police Clerk	NE	23.45	26.42	29.73
107	Bookkeeper	NE	23.45	26.42	29.73
107	Community Relations Specialist	NE	23.45	26.42	29.73
107	Clerk Administrative Specialist	NE	23.45	26.42	29.73
108	Office Coordinator	NE	24.39	27.48	30.92
108	Payroll Coordinator	NE	24.39	27.48	30.92
108	Records Technician	NE	24.39	27.48	30.92
108	Accounting Coordinator	NE	24.39	27.48	30.92
109	Patrolworker	NE	25.36	28.58	32.15
110	Facilities Maintenance Tech	NE	26.38	29.72	33.44
110	Utility Operator	NE	26.38	29.72	33.44
110	Arborist	NE	26.38	29.72	33.44
111	HR Coordinator	NE	27.43	30.91	34.78
111	Mechanic	NE	27.43	30.91	34.78
111	Crew Leader	NE	27.43	30.91	34.78

111	GIS/LIS Specialist	NE	27.43	30.91	34.78
111	Appraiser	NE	27.43	30.91	34.78
111	IT Support Specialist	NE	27.43	30.91	34.78
112	Librarian	NE	28.53	32.15	36.17
112	Horticulturist	NE	28.53	32.15	36.17
112	Control System Technician	NE	28.53	32.15	36.17
113	Lead Forestry & Parks Worker	NE	29.67	33.43	37.61
113	Inspector/Plan Reviewer	NE	29.67	33.43	37.61
113	Lead Utility Operator	NE	29.67	33.43	37.61
114	Civil Engineer	NE	30.86	34.77	39.12
114	City Forester	NE	30.86	34.77	39.12
114	Lead Mechanic	NE	30.86	34.77	39.12
114	Senior Appraiser	NE	30.86	34.77	39.12
116	Electrical Inspector	NE	33.38	37.61	42.31
116	Plumbing Inspector	NE	33.38	37.61	42.31