

Committee of the Whole Meeting Agenda



April 28, 2026 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Published: 4/24/26

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. April 14, 2026, Committee of the Whole Meeting Minutes
4. **UTILITY & FINANCE**
 - A. Discussion and possible recommendation to the Common Council regarding approval of the April 29, 2026, claims, including Water Utility claims of \$40,196.56, Sewer Utility claims of \$52,861.43, and General City claims of \$870,678.19, which includes a We Energies EFT payment of \$99,774.40.
5. **MISCELLANEOUS**
 - A. Discussion and possible action regarding the appointment of William Jonas as the Common Council nominee to the City of New Berlin Ethics Board, pursuant to Section 28-6(B) of the City Code, for a term commencing upon appointment and expiring April 30, 2029.
 - B. Election of an Alderperson to the Plan Commission, pursuant to Section 275-15(B)(1) of the City Code, requiring a two-thirds vote of the Common Council.
 - C. Discussion and possible recommendation to the Common Council for approval of the New Berlin Fire Department's AED Library Program to support expanded access to life-saving equipment and enhance emergency response efforts within the community, as outlined in the RAS.
 - D. Discussion and possible action regarding the proposed reorganization of the Human Resources Department, including the creation of an HR Manager position and the transition of Benefits & Leave Specialist duties to a Benefits Administrator role to address operational needs and support strategic HR functions.
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



April 14, 2026 - 6:00 PM
Council Chambers
3805 S. Casper Drive

MINUTES

1. CALL MEETING TO ORDER

Council President Harenda called the meeting to order at 6:02 PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

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

Present: Alderperson Hopkins, Alderperson Gardner, Alderperson Maxey, Alderperson Harenda, Alderperson Horbinski, Alderperson Kroupa, City Attorney Schmitzer

Excused: Alderperson Joseph Stribl, Mayor Dave Ament

Staff Present: City Attorney Mark Blum, City Clerk Rubina R. Medina

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

3. APPROVAL OF MINUTES

A. March 24, 2026, Committee of the Whole Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Horbinski
Second by: Alderperson Kroupa
Motion Passed 6-0

4. UTILITY & FINANCE

A. Discussion and possible recommendation to the Common Council to approve the April 15, 2026, Water Utility claims in the amount of \$168,661.60, Sewer Utility claims in the amount of \$872,399.19, and General City claims in the amount of \$1,791,792.10, including a US Bank VISA EFT payment of \$26,028.70.

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Horbinski
Second by: Alderperson Kroupa

5. MISCELLANEOUS

- A.** Recommend to the Common Council approval of an increase to the City's ambulance billing fees, effective June 1, 2026, to include a \$300 increase to all base rates for non-resident Basic Life Support (BLS), Advanced Life Support (ALS), and Critical Care services, and a \$250 increase to all base rates for resident Basic Life Support (BLS), Advanced Life Support (ALS), and Critical Care services. Further, effective January 1, 2027, and January 1, 2028, all ambulance base rates shall increase by \$50 annually from the prior year's rates, as detailed in the fee schedule included in the agenda packet.

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Horbinski
Second by: Alderperson Maxey
Motion Passed 6-0

- B.** Recommend to the Common Council that a Public Hearing be set for May 4, 2026 at 6:01 pm to be held before the Plan Commission to rezone the properties located at 2445 S. 179th Street (Tax Key #: 1185.990), 2345 S. 179th Street (Tax Key #: 1185.994) & Tax Key #: 1185.991 from M-1/SPO, C-1 & C-2 to M-1/SPO & C-2 to remove the C-1 Zoning.

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Maxey
Second by: Alderperson Hopkins
Motion Passed 6-0

- C.** Recommend to Common Council that a joint public hearing be set for June 1, 2026, at 6:00 p.m. to be held before the Plan Commission to amend the Future Land Use Map within the City's Comprehensive Plan (Chapter 17 - Neighborhood "G" Sections 26 and 35 – South Moorland Road Corridor, Chapter 18 – Neighborhood "H" Westridge & Moorland Road, and Chapter 10 - Land Use) from Business Park/Industrial & Urban Residential to Business Park/Industrial for the parcels located at:

- 14811 W. Grange Avenue (Tax Key #: 1290.999) [Loomis Farm, LLC – 80.22 Acres]
- 14655 W. Grange Avenue (Tax Key #: 1289.995) [Maureen E. Bosch Revocable Trust - 39.83 Acres]

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Hopkins
Second by: Alderperson Horbinski
Motion Passed 6-0

- D.** Recommend to the Common Council that a joint public hearing be set for June 1, 2026, at 6:00 p.m. to be held before the Plan Commission to rezone from A-1, A-2, R-4, M-1, P-1, C-1 & C-2 to A-1, M-3/PUD, P-1, C-1, & C-2 for the parcels located at:

- 15393 W. Grange Avenue (Tax Key #: 1290.998) [E. James Rausch, Marie A. Rausch A. May – 2 Acres]
- Tax Key #: 1290.998.002 [E. James Rausch – 10.11 Acres]
- Tax Key #: 1290.998.003 [E. James Rausch, Marie A. Rausch, Marie Rausch A. May – 7.92 Acres]
- 15301 W. Grange Avenue (Tax Key #: 1290.998.001) [E. James Rausch – 20.34 Acres]
- 14811 W. Grange Avenue (Tax Key #: 1290.999) [Loomis Farm, LLC – 80.22 Acres]
- 14655 W. Grange Avenue (Tax Key #: 1289.995) [Maureen E. Bosch Revocable Trust - 39.83 Acres]
- Tax Key #: 1291.997 [Baas Farm, LLC - 24.49 Acres]
- Tax Key #: 1291.986.001 [Baas Farm, LLC – 34.84 Acres]
- Tax Key #: 1291.994 [Raymond E. Saltzmann, Marie L. Nielsen – 37.13 Acres]
- 15920 W College Avenue (Tax Key #: 1288.997) [Virgil A. Saltzmann, Raymond E. Saltzmann – 34.94 Acres]
- 5900 S Moorland Road (Tax Key #: 1288.999) [Virgil Saltzmann – 32.18 Acres]

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Horbinski
 Second by: Alderperson Maxey
 Motion Passed 6-0

E. Recommend to the Common Council approval of an agreement to hire Ehlers & Associates to prepare a TID Project Plan for Tax Incremental District #6 in the amount of \$18,000, and recommend to the Common Council that a public hearing be set for June 1, 2026, at 6:01 PM to be held before the Plan Commission for the properties located at:

- 15393 W. Grange Avenue (Tax Key #: 1290.998) [E. James Rausch, Marie A. Rausch A. May – 2 Acres]
- Tax Key #: 1290.998.002 [E. James Rausch – 10.11 Acres]
- Tax Key #: 1290.998.003 [E. James Rausch, Marie A. Rausch, Marie Rausch A. May – 7.92 Acres]
- 15301 W. Grange Avenue (Tax Key #: 1290.998.001) [E. James Rausch – 20.34 Acres]
- 14811 W. Grange Avenue (Tax Key #: 1290.999) [Loomis Farm, LLC – 80.22 Acres]
- 14655 W. Grange Avenue (Tax Key #: 1289.995) [Maureen E. Bosch Revocable Trust - 39.83 Acres]
- Tax Key #: 1291.997 [Baas Farm, LLC - 24.49 Acres]
- Tax Key #: 1291.986.001 [Baas Farm, LLC – 34.84 Acres]
- Tax Key #: 1291.994 [Raymond E. Saltzmann, Marie L. Nielsen – 37.13 Acres]
- 15920 W College Avenue (Tax Key #: 1288.997) [Virgil A. Saltzmann, Raymond E. Saltzmann – 34.94 Acres]
- 5900 S Moorland Road (Tax Key #: 1288.999) [Virgil Saltzmann – 32.18 Acres]
- 5851 S Sunny Slope Road (Tax Key #: 1289.997.001) [City of New Berlin Park – 39.17 Acres - The city's park parcel to be part of the TIF boundary only to ensure the half mile project boundary would include the entire scope of public roadway projects.]

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Maxey
 Second by: Alderperson Hopkins
 Motion Passed 6-0

F. Discussion and possible recommendation to the Common Council to authorize the City of New Berlin Joint Review Board to conduct meetings by electronic means in lieu of in-person meetings.

Ald. Kroupa moved to deny the request. The motion failed for lack of a second.

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Maxey
Second by: Alderperson Hopkins
Motion Passed 6-0

6. ADJOURN

MOTION: Motion to Adjourn at 6:16 PM

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

**Respectfully Submitted,
Rubina R. Medina, City Clerk**



REQUESTED ACTION STATEMENT

Date: April 2, 2026

To: Mayor Dave Ament
City Council members

From: Division Chief Mark O'Connor

Issue: New Berlin Fire Department Automated External Defibrillator (AED) Library Program provides portable defibrillators for community use, the New Berlin Fire Department bridges this gap, empowering bystanders to deliver a life-saving shock before paramedics arrive.

Requested Action: (motion) Committee of the Whole recommends to Council; to support the Fire Departments efforts to move forward with an AED library program and provide a valuable service to the community.

Fiscal Impact: At this time there is no additional cost associated with this community life saving project.

Rationale: The New Berlin Fire Department is committed to providing exceptional services to the community. The AED library offers community members access to Automated External Defibrillators when and where they are needed most. A community AED loaner program significantly enhances public safety by closing the critical time gap between the onset of a cardiac arrest and the arrival of professional emergency responders. Because survival rates decrease by nearly ten percent for every minute that passes without defibrillation, placing these user-friendly devices directly at local events empowers bystanders to provide immediate, life-saving intervention. These devices are designed with integrated voice prompts and safety sensors that prevent accidental shocks, ensuring that even untrained individuals can act effectively during a crisis. By providing access to this technology, the New Berlin Fire Department helps ensure that high-risk gatherings are protected.

In addition to saving lives, the program fosters a culture of emergency preparedness and community resilience throughout the city. It allows for a shared resource model where a single device can protect various community functions, from neighborhood block parties to local sporting events, maximizing the utility of public safety investments. This proactive approach not only improves the likelihood of positive neurological outcomes for victims but also builds public confidence by providing the tools necessary to manage an emergency until paramedics arrive. This program has been successful in other communities in and around Madison WI.

<https://www.cityofmadison.com/fire/emergency-medical-services/aed-library>



DATE: April 28, 2026
TO: Common Council
FROM: Mayor Ament
Melissa Beck – Human Resources Director

REQUESTED:

Reorganization of the Human Resource Department.

FISCAL IMPACT:

Funding for the proposed reorganization would come from savings from retirements that did not come to fruition for 2026 but were accounted for in the Human Resource Budget. The net fiscal impact for 2026 would be dependent on when the position is filled and the benefits enrollment, but the impact would be absorbed into the HR budget. In future budgets, the net impact would be approximately \$45,056 (assuming family insurance).

RATIONALE:

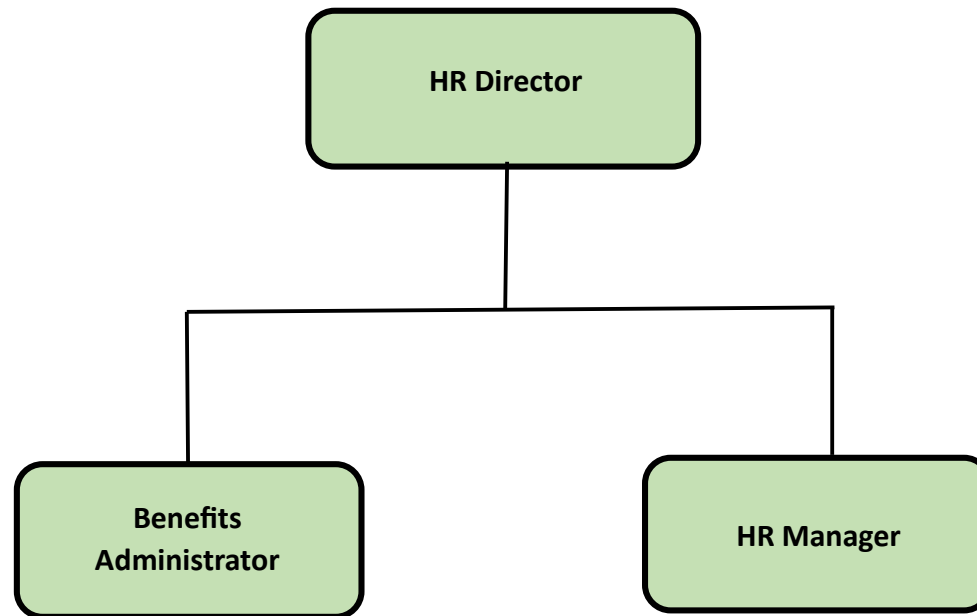
Over the past couple of years, the scope and complexity of HR responsibilities have grown due to the changes in the health plan (moving to self-funding), taking on the management and oversight of the city's liability insurance, and the overall need to provide more proactive HR support to departments to improve recruitment and retention.

The current staffing model no longer provides the capacity necessary to deliver timely, high-quality service or to support the evolving needs of the city and the department itself. In reviewing the needs of the department, we thought it would be best to create a HR Manager role and realign the Benefits & Leave Specialist duties into a Benefits Administrator role with the move to self-funding.

In transitioning the HR Coordinator role to an HR Manager role and realigning the duties into a Benefits Administrator role, the department will be better able to manage the increasing workload and move beyond reactive tasks and accomplish more at a strategic level. This will also create continuity of operations for the department in the absence of the HR Director.

Attached: Job descriptions
HR Org Chart

Proposed HR Department 2026 Organizational Chart





**CITY OF NEW BERLIN
JOB DESCRIPTION**

POSTION: Benefits Administrator

DEPARTMENT: Human Resources

SUPERVISOR: HR Director

EMPLOYMENT STATUS: FT / Exempt

SALARY RANGE: 10

DIRECT REPORTS: No

POSITION SUMMARY

At the direction of the HR Director, the Benefits Administrator provides advanced level professional work in the planning, development, analysis, and implementation of the city's health and wellness programs.

ESSENTIAL DUTIES

- Administers and manages the city's self-funded group health plan and benefit programs, including coordination with vendors/consultants and support for plan administration activities.
- Ensures compliance with all legal requirements of various employee benefit programs and maintains knowledge of trends and developments in benefit administration.
- Leads annual open enrollment activities.
- Ensure benefits changes are entered appropriately in payroll system for payroll deduction.
- Develops and administers the processes to monitor insurance billings, payments, enrollment, membership, audit and COBRA in conjunction with payroll and human resource systems.
- Develops, modifies, maintains and administers systems for enrolling and orientating newly hired employees and educates employees of changing information in the benefit programs.
- Serves as liaison between benefit providers and employees to interpret benefit provisions, resolve issues, process adjustments, and support timely problem resolution related to benefits administration.
- Coordinates, plans and oversees FMLA, ADA, and non-FMLA leave of absence requests, including determining eligibility, tracking leave usage, communicating with employees and supervisors, and maintaining required documentation.
- Chairs the Safety and Wellness Committee; coordinates employee wellness initiatives and supports related communications.
- Develops and implements employee education and marketing materials related to benefits, wellness, and Human Resource initiatives.
- Manages and administers the Worker Compensation program and compliance.
- Research and prepares analysis on legislation, regulation and law changes to determine potential impacts to the city's health and wellness programs.

- Recommends new approaches and procedures to continually improve efficiency of the department and services performed.
- Performs other professional human resource duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern principles and practices of employee benefit and wellness program contents, design, administration, and industry practices.
- Comprehensive knowledge of federal and state laws, administrative regulations, and procedures regarding the development and administration of employee and retiree benefit programs.
- Considerable knowledge of modern principles and practices of human resources, business administration, and insurance management.
- Considerable knowledge of computerized department program software, internet access, database, spreadsheet and word processing programs.
- Considerable knowledge of human resources information systems.
- Working knowledge of contract law, insurance underwriting and actuarial practices.
- Ability to develop, implement, and administer employee and retiree benefit programs to evaluate their effectiveness.
- Ability to analyze, evaluate, and make recommendations regarding the creation, elimination, or modification of employee and retiree benefit plans.
- Ability to maintain confidentiality of information.
- Ability to plan, organize, and effectively carry out multiple assignments with competing priorities and deadlines.
- Ability to collect, analyze, and interpret data objectively; prepare clear findings; and develop practical recommendations.
- Ability to maintain accurate records and prepare detailed reports with a high degree of accuracy and attention to detail.
- Ability to establish and maintain effective working relationships with employees, supervisors, department leadership, union representatives, city officials, attorneys, other governmental agencies, vendors, and the public.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, Finance or related field, or a combination of education and experience that provides the required knowledge, skills and abilities.
- Minimum 5 years of progressive Employee Benefits experience

PREFERRED QUALIFICATIONS

- Experience working in a municipal Human Resource Department
- SHRM and/or SPHR Certification

PHYSICAL REQUIREMENTS

- Task involves sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- Task involves extended period of time at a keyboard

ENVIRONMENTAL REQUIREMENTS

- None. This position is not substantially exposed to adverse environmental conditions.

SENSORY REQUIREMENTS

- The task requires close visual acuity to perform various activities.
- The task requires oral communications ability.
- The task requires sound 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 original, 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.



**CITY OF NEW BERLIN
JOB DESCRIPTION**

POSTION: HR Manager

LOCATION/DEPARTMENT: Human Resources

SUPERVISOR: HR Director

EMPLOYMENT STATUS: FT / Exempt

SALARY RANGE: (10)

DIRECT REPORTS: No

POSITION SUMMARY

At the direction of the HR Director, the HR Manager provides advanced professional human resource leadership and support to the Human Resource Department by performing a variety of complex human resource tasks.

ESSENTIAL DUTIES

- Manages recruitment and selection processes for vacancies, including preparing and placing advertisements, screening applications, coordinating interview processes, and completing job offer and post-offer activities.
- Develops, reviews, and updates detailed job descriptions for new and existing positions; gathers job content information from employees and supervisors and documents essential functions and key responsibilities
- Analyzes and evaluates position classification and compensation, including benchmarking against public agencies and relevant private sector data; prepares findings and recommendations to support internal equity and external competitiveness.
- Manages and coordinates employee training initiatives for employees and management staff, including professional development training, safety training, and annual safety testing.
- Manages and coordinates and/or conducts new employee orientation and supports onboarding activities to promote consistent, compliant, and effective employee integration.
- Manages and assists in the creation, development, and updating of Human Resources policies, procedures, and the employee handbook; researches best practices and recommends revisions to support operational needs and compliance.
- Manages maintenance of HRIS and related systems; processes transactional HR activities in HRIS and financial systems; supports data integrity, records management, and system reporting.
- Participates in the creation and administration of the employee performance evaluation system; supports tools, timelines, training, and consistent application across departments.
- Interprets and applies policies, procedures, collective bargaining agreements, and applicable federal and state human resources and labor laws; advises department heads, managers, and supervisors in their application.

- Researches and prepares analysis on legislation, regulation, and law changes to determine potential impacts to City operations and Human Resources programs.
- Establishes and maintains effective working relationships with employees at all levels of the City, vendors, consultants, and the public; communicates professionally and maintains appropriate confidentiality when handling sensitive personnel information.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, and employee recognition celebrations.
- Responds to employee salary verifications and compensation/fringe benefit surveys.
- Completes the annual EEO Reporting as required by law.
- Recommends new approaches and procedures to continually improve efficiency of the department and services performed.
- Performs other professional human resource duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles, practices, and methods of human resources administration, preferably in a municipal government environment.
- Considerable knowledge of recruitment and selection processes, including applicant screening, interviewing, and employment related documentation.
- Considerable knowledge of position classification concepts and practices, including job analysis, documenting job content, and evaluating job relationships.
- Considerable knowledge of compensation systems, theories, and practices, including market benchmarking and internal equity considerations. Ability to analyze complex problems, procedures, and data; identify practical solutions; and follow through to implementation while maintaining attention to detail and accuracy.
- Considerable knowledge of applicable federal and state employment laws and regulations affecting public sector human resources operations.
- Thorough knowledge of human resources information systems (HRIS), applicant tracking systems, and financial management information systems, including accurate processing and reporting.
- Considerable knowledge of standard office technology and software applications, including word processing, spreadsheets, databases, presentations, and social media tools used for recruitment and employee communications.
- Ability to interview, evaluate, and make well-supported recommendations for selection and placement decisions.
- Ability to plan, organize, and effectively carry out multiple assignments with competing priorities and deadlines.
- Ability to collect, analyze, and interpret data objectively; prepare clear findings; and develop practical recommendations.
- Ability to coordinate the development and implementation of policies, procedures, and HR program improvements.
- Ability to maintain accurate records and prepare detailed reports with a high degree of

accuracy and attention to detail.

- Ability to establish and maintain effective working relationships with employees, supervisors, department leadership, union representatives, city officials, attorneys, other governmental agencies, vendors, and the public.
- Ability to communicate effectively and professionally, verbally and in writing.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources, Management, Public Administration, Finance or a closely-related field
- Minimum five (5) years of professional work experience in the Human Resource field

PREFERRED QUALIFICATIONS

- Experience in a municipal Human Resource Department
- Supervisory experience
- SHRM and/or SPHR Certification

PHYSICAL REQUIREMENTS

- Task involves sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- Task involves extended period of time at a keyboard.

ENVIRONMENTAL REQUIREMENTS

- None. This position is not substantially exposed to adverse environmental conditions.

SENSORY REQUIREMENTS

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

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NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Rev. 03/01, Title change 2002, Dept. Title Change 06/05, Rev. 12/09, Rev.4/12, Updated 04/2018 updated 04/21; updated 6.2024

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 original, 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.