



PERSONNEL COMMITTEE MEETING

Monday October 1, 2018, 5:30 PM

Village Hall, 123 N. River St.

For additional information, visit www.waterfordwi.org

Call to Order

Pledge to the Flag

Roll Call

Comments and Correspondence

Public Appearances

Reading and Approval of Minutes: 6-13-18

New Business

1. Review Wage information from surrounding Municipalities. Consider an appropriate motion for action.
2. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statutes, Section 19.85(1)(c) to discuss personnel and employee benefits.
3. Consider a motion to reconvene into open session.
4. Consider a motion for action related to items deliberated in closed session.

Report of the Village Administrator

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-421-4457 or at zjackson@waterfordwi.org. It is possible that members of and possibly a quorum of members 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 above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Staff at 262-534-7912, or by writing to the Village Administrator at the Village Administration Building, 123 N. River St, Waterford WI, 53185 Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 123 N. River St, Waterford WI 53185 during operating hours. (8 a.m. – 5 p.m. weekdays).

Posted: 9/29/18; 11:00 a.m.

Village of Waterford
Personnel Committee Special Meeting
Unofficial Minutes June 16, 2018

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Chair Tamara Pollnow called the meeting to order at 6:04 pm

Present: Tamara Pollnow, Kathy Nargis, Rebecca Bell

Absent: Mary Miller, John Vaccaro

Others present: Zeke Jackson, Barbara Messick, Rick Mueller

Nargis motioned to approve 6-13-18 Minutes, second by Bell. Motion carried.

Discussion was held regarding proposals for Village Attorney services submitted. Jackson and Attorney Hasenstab conducted a preliminary review and Jackson is submitting the top three for the committee's consideration and cited cost as a major consideration.

The top candidates and discussion are:

Municipal Law & Litigation Group – Remzy D. Bitar - Most expensive but also the best. He would be the attorney Jackson would recommend if a lawsuit were leveled against the Village in any event. Do we need him for Village services? Rates are \$199/hr for regular municipal work and \$125/ hr for municipal litigation.

Daniel M. Olson – good background as a League attorney, starting out on own so his rates are attractive - \$75/hour or 1000 hr/year at \$50,000.

Guttormsen & Terry – Todd Terry and associate Anthony Nudo - currently serves as Village prosecutor. Has several municipal clients so experienced in municipal services and both attorneys work with development, public financing, support, etc. Cost is \$150/hr. Hasenstab has worked with Terry and he is her choice for replacement.

Nargis motioned to direct Jackson to have discussions with Olson and Terry and attempt to negotiate lower rates with Terry. Second by Bell. Motion carried.

Nargis motioned to adjourn a 6:28; second by Bell. Motion carried.

Submitted by

Barbara Messick, PIO

Municipality	Administrator	Clerk	Deputy Clerk	Treasurer	Deputy Treasurer	Court Clerk	PIO/Communications Director	DPW Director	Supervisor	Water & Sewer	DPW - streets/parks	Utility Clerk	Chief	Assistant Chief	Captain	Lieutenant	Paramedic	EMT	Firefighter (FF)
Waterford	\$88,500.00	24.97	17.00	24.97	20.58	20.71	41,600	42.55	30.94	24.50 - 26.29	24.50 - 26.29	20.58	\$60,678.07	51,450					
Burlington	\$139,800.00	\$28.55	Dep Clerk-Treasurer: \$23.44	Finance Dir/Treasurer: \$41.95	Dep Clerk-Treasurer: \$23.44 Accounting Clerk: \$16.60		Asst Administrator \$75,317	41.33	DPW foreman: \$30.14	Water/sewer foreman	maintenance/mechanic laborer: \$21.85 - \$26.12	Admin: \$18.45	\$87,256.00	Inspector/Engineer \$22.82					
Union Grove	\$85,000.00	Finance Dir/Clerk-Treasurer: \$27.58	Dep Clerk/Court Clerk: \$20.15	Finance Dir/Clerk-Treasurer: \$27.58	Dep Clerk/Court Clerk: \$20.15	Dep / Court Clerk: \$18.93		36.06		water operator \$26.85 sewer operator \$26.75		dep/utility / court clerk: \$18.93	\$20,450.00	20450	20450	20450			
Mount Pleasant	\$137,833.00	Clerk 1: \$19.79 Clerk 2: \$21.82	Dep Clerk/Treasurer \$28.44 - \$35.55	\$43.23 Financial Officer: \$48.07		Dep/Court Clerk: \$17.454 - \$21.82	IT Dir \$72,584 - \$90,730	Eng/Util Mgr \$48.08 - 60.10	Hwy sup \$28.44 - 35.55	streets/parks/util operator \$23 - \$29.25			\$100,015 - 125,018	Battalion Chief: \$86,396 - \$107,996		Lieutenant/Inspector: \$26.00	5% of MPO rate		Over five years: \$17.79 \$34.97
East Troy	\$102,689.00	\$36.01- \$49.37	19.39-26.58	\$36.01 - \$49.37	\$19.3 9- \$26.58	\$17.54 - \$24.05		\$36.01 - \$49.37	Foreman/Operator: \$24.00 - \$32.92	\$24.00 - \$32.92	\$19.39 - \$26.58	\$17.54 - \$24.05							
Mukwonago	\$113,603.00	Clerk-Treasurer: \$38.85	Dep Clerk/Treasurer hourly 19.83-26.78	Clerk/Treasurer: \$28.77 - \$38.85	Dep Clerk/Treasurer: \$19.83-\$26.78 Accountant 1: \$23.78-\$32.11	\$18.45 - \$24.91		Public Works Director: 33.59 - \$45.35	Ass't Utilities Director: \$28.77-\$38.85	Lead Utilities operator: \$26.60 - \$35.52	Public Works crew: \$19.83 - \$26.78		\$76,857 - \$103,757					FF/EMT Incident/Training POP \$11.50 - \$16.50	Firefighter/EMT incident/training POC: \$ 8.75 - \$25.00
Franklin	\$127,160.73	\$45.99	\$31.46	Treasurer/Financial Officer: \$49.54	\$31.46	\$22.49 - \$27.36		City Engineer \$55.17	DPW supervisor: \$40.56 W&S Supervisor: \$40.13	W&S Operator: \$29.25 - \$40.77	Light equipment operators: \$24.84 Heavy equipment operators: \$27.27 - 29.26		\$116,424.00			Fire lieutenant: \$20.19-\$29.44 Fire Lt w/ full practice paramedic: \$20.52 - \$29.77	Paramedic/FF \$19.23 - \$28.03 Paramedic/FF/ladder op \$19.23 - \$28.31		FF: \$18.35 - \$26.03 FF/Ladder \$18.53 - \$26.29

2018 Wage and Salary Cost Estimate

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Employee	Age on DOB 1/1/18	2018 Budgeted Wages	2018 Actual Wages	2018 Budgeted Hours Per Year	2018 Final Hourly Rate	2019 Budgeted Hours Per Year	2.90% COLA/Other Adjustment	2019 Hourly Rate	2019 New Base Wage	Hours Overtime	Excess Comp Time Pd Out	Cost OT/Comp	Adjustments Employer-pd portions >>>				6.70% Retirement WRS	7.65% Social Sec./ Medicare	85% EE Health Insurance	100% STD Insurance	100% AD&D Insurance	100% Life Insurance	100% Work Comp	Total Cost
													Other Wages	Wages 2019										
Village Hall																								
as of 9/23																								
Jackson, Zeke	6/12/1982	36	0	\$88,500.00	2,080	42.55	2,080	1.029	43.78	91,067	0	0	0	0	91,067	6,101	6,967	14,246	94	6	53	17	118,550	
Danielle Brown	5/13/1991	27	0	\$41,600.00	2,080	20.00	2,080	1.029	20.58	42,806	0	0	0	0	42,806	2,868	3,275	14,246	94	6	53	8	63,356	
Ladwig, Rachel	12/30/1968	49	54,150	\$45,496.02	2,080	21.87	2,080	1.029	24.97	51,938	0	0	0	0	51,938	3,480	3,973	14,246	94	6	53	10	73,799	
Vandehey, Michelle	10/5/1969	48	50,476	\$50,476.00	2,080	24.27	2,080	1.029	24.97	51,940	0	0	0	0	51,940	3,480	3,973	14,246	94	6	53	10	73,801	
Messick, Barb	1/26/1954	64	0	\$35,511.47	2,080	17.07	2,080	1.029	20.00	41,600	0	0	0	0	41,600	2,787	3,182	14,246	94	6	53	8	61,976	
Beer, Mary	10/09/1947	70	0	\$17,160.00	1,040	16.50	1,040	1.029	17.00	17,680	0	0	0	0	17,680	1,185	1,353	0	0	0	0	3	20,220	
Lindbloom, Kathy	3/16/1953	65	0	\$27,832.00	2,080	20.13	2,080	1.029	20.71	43,085	0	0	0	0	43,085	2,887	3,296	14,246	94	4	30	8	63,649	
Nominal Total Village Hall			\$229,442	\$306,575	13,520	N/A	13,520	N/A	N/A	\$340,115	0	0	0	0	\$340,115	\$22,788	\$26,019	\$85,476	\$562	\$34	\$295	\$64	\$475,351	
Allocation																								
Admin allocation to Water	6%	\$13,767	18394.5294	811.2						\$20,407					\$20,407	\$1,367	\$1,561	\$5,129	\$34	\$2	\$3	\$4	\$28,521	
Admin allocation to Sewer	8%	18355.36	24526.0392	1081.6						\$27,209					\$27,209	\$1,823	\$1,561	\$6,838	\$45	\$3	\$24	\$5	\$38,028	
Admin allocation to Library	6%	13766.52	18394.5294	811.2						\$20,407					\$20,407	\$1,367	\$1,561	\$5,129	\$34	\$2	\$18	\$4	\$28,521	

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2018 Wage and Salary Cost Estimate																									
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																		Adjustments							
																		Employer-pd portions >>>							
																		6.70%	7.65%	85%	100%	100%	100%	100%	
Employee	DOB	Age on 1/1/18	2018 Budgeted Hours Per Year	COLA/Other Adjustment	Percentage Increase	2018 Hourly Rate	2018 New Base Wage	Hours Overtime	Excess Comp Time Pd Out	Cost OT/Comp	Other Wages	Wages 2018	Retirement WRS	Social Sec./ Medicare	EE Health Insurance	STD Insurance	AD&D Insurance	Life Insurance	Work Comp	Total Cost					
Library																									
Cox, Patricia	9/5/1971	47	2,080	0	21.79%	25.15	52,312	0	0	0	0	52,312	3,505	4,002	14,246	94	6	53	10	\$74,227					
Vogel, Samantha	8/12/1986	32	2,080	0	28.74%	22.4	46,592	0	0	0	0	46,592	3,122	3,564	14,246	94	6	53	9	\$67,685					
Torretta, Courtney			572		1.06%	7.66	4,382	0	0	0	0	4,382	0	335		0	0	0	1	\$4,718					
Frederick, Casey			780		1.06%	7.66	5,975	0	0	0	0	5,975	0	457	0	0	0	0	1	\$6,433					
Decheck, Vicky			884		12.67%	11.38	10,060	0	0	0	0	10,060	0	770	0	0	0	0	2	\$10,831					
Pfeiffer, Maria			832		2.52%	11.38	9,468	0	0	0	0	9,468	0	724	0	0	0	0	2	\$10,194					
Acklam, Mary			624		8.89%	12.5	7,800	0	0	0	0	7,800	523	597	0	0	0	0	1	\$8,921					
Heinze, Brenda			572		2.52%	11.38	6,509	0	0	0	0	6,509	0	498	0	0	0	0	1	\$7,009					
Laux, Katie			1,456		4.09%	15	21,840	0	0	0	0	21,840	1,463	1,671	0	0	0	0	4	\$24,978					
Beach, Kathe			720		0.96%	11.59	8,345	0	0	0	0	8,345	0	638	0	0	0	0	2	\$8,985					
Barnharst, Carol			884		1.52%	11.38	10,060	0	0	0	0	10,060	0	770	0	0	0	0	2	\$10,831					
Frost, Ruth			884		1.02%	16.91	14,948	0	0	0	0	14,948	0	1,144	0	0	0	0	3	\$16,095					
Blawat, Courtney			1,404		6.78%	14.96	21,004	0	0	0	0	21,004	1,407	1,607	14,246	94	6	53	4	\$38,420					
Jolliffe, Gail			2,080		10.42%	19.08	39,686	0	0	0	0	39,686	2,659	3,036	14,246	94	6	53	7	\$59,787					
Fick, Julie			1,352		7.92%	19.08	25,796	0	0	0	0	25,796	1,728	1,973	0	0	0	0	5	\$29,503					
LIBRARY DIRECTOR (Vacant Pos.)			2,080		2.64%	28	58,240	0	0	0	0	58,240	3,902	4,455	14,246	94	6	53	11	\$81,007					
Piszczek, Elizabeth			624		2.46%	15.83	9,878	0	0	0	0	9,878	0	756	0	0	0	0	2	\$10,635					
Nominal Total Library			19,908		N/A	N/A	\$352,895	0	0	0	0	\$352,895	\$18,309	\$26,996	\$71,230	\$468	\$29	\$265	\$66	\$470,259					
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2018 Wage and Salary Cost Estimate																														
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			2018		2018		2019		2.90%						6.70%		7.65%		85%		85%		100%		100%		100%			
Employee	DOB	Age on 1/1/18	Budgeted Wages	Actual Wages	Budgeted Hours Per Year	2018 Final Hourly Rate	Budgeted Hours Per Year	COLA/Other Adjustment	2019 Hourly Rate	2019 New Base Wage	Hours Overtime	Excess Comp Time Pd Out	Cost OT/Comp	Other Wages	Retirement WRS	Social Sec./ Medicare	EE Health Insurance	STD Insurance	AD&D Insurance	Life Insurance	Work Comp	Total Cost								
DPW																														
as of 9/23																														
Bergles, Jim	6/18/1964	54	\$61,415	86,000	2,080	41.35	2,080	1.029	42.55	\$88,494	0	0	0	0	5,762	6,579	14,246	94	6	53	853	113,593								
Huening, Rick	11/4/1968	49	\$64,158	55,469	2,080	29.08	2,080	1.064	30.94	\$64,358	0	0	0	0	4,312	4,923	14,246	94	6	53	638	88,630								
Schaffer, Adam	3/25/1975	43	\$50,573	43,349	2,080	25.3	2,080	1.039	26.29	\$54,676	0	0	0	0	3,663	4,183	14,246	94	6	53	542	77,463								
Koch, Dave	11/16/1970	47	\$49,458	46,767	2,080	25.3	2,080	1.039	26.29	\$54,676	0	0	0	0	3,663	4,183	14,246	94	6	53	542	77,463								
Sponholtz, Michael	2/11/1969	49	\$49,046	39,009	2,080	23.58	2,080	1.039	24.50	\$50,959	0	0	0	0	3,414	3,898	14,246	94	6	53	506	73,176								
Sterling, Angie	3/28/1972	46	\$41,870	28,213	2,080	20.13	2,080	1.029	20.71	\$41,870	0	0	0	0	2,805	3,203	14,246	94	6	53	415	62,692								
Schauer, Colleen	6/11/1989	29	\$41,600	19,318	2,080	20.00	2,080	1.029	20.58	\$42,806	0	0	0	0	2,868	3,275	14,246	89	6	53	425	63,767								
Collins, Mark			\$12,056	9,773	2,080	15.07	800	1.029	15.51	\$12,406	0	0	0	0	0	949	0	0	0	0	0	123	13,478							
Summer Help 1			\$4,950	4,128	450	11.00	450	1.029	11.32	\$5,094	0	0	0	0	0	390	0	0	0	0	0	51	5,534							
Summer Help 2			\$4,950	4,128	450	11.00	450	1.029	11.32	\$5,094	0	0	0	0	0	390	0	0	0	0	0	51	5,534							
Snow Plow Help 1			\$8,750		350	25.00	350	1.029	25.73	\$9,004	0	0	0	0	0	689	0	0	0	0	0	89	9,782							
Nominal Total DPW			\$175,979	\$336,154	17,890	N/A	16,610		N/A	\$429,436.29	0	0	0	0	\$26,488	\$32,661	\$99,722	\$650	\$41	\$370	\$4,235	\$591,111								
Allocation to Sewer 40%	40%		\$70,392	\$134,462			6,644			\$171,775					\$10,595	\$13,064	\$39,889	\$260	\$16	\$148	\$1,694	\$236,444								
Allocation to Water 40%	40%		\$70,392	\$134,462			6,644			\$171,775					\$10,595	\$13,064	\$39,889	\$260	\$16	\$148	\$1,694	\$236,444								
Allocation to DPW 20%	20%		\$35,196	\$67,231			3,322			\$85,887					\$5,298	\$6,532	\$19,944	\$130	\$8	\$74	\$847	\$118,222								