

**City of Oconomowoc  
Personnel Committee**

**Aldermen: Rogers, Chairman / Kowieski, Secy / Zapfel**

**Wednesday, September 02, 2020, 4:00 PM  
City Hall - Conference Room 3**



**Notice:** If a person with a disability requires that the meeting be accessible or that materials at the meeting be in accessible format, call the City Clerk at least 48 hours prior to the meeting to request adequate accommodations. Tel: 569-2186.

**1. Call to order and confirmation of appropriate meeting notification**

**2. Committee Business**

- a. Consider/recommend Limited Term Employee - Public Works Administrative Assistant
- b. Consider/recommend Creation of a Limited Term Employee Hiring Policy
- c. Consider/recommend Request for FT Police Officer
- d. Consider/recommend Request for New FT Parks & Forestry Maintenance Position
- e. Consider/recommend Request for New FT Information Technology Manager
- f. Consider/recommend Request for New FT Utility Locator Position
- g. Consider/recommend Request for New Communications and Marketing Intern Position
- h. Discuss Citizen Appointment Process

**3. Adjourn**

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Diane Coenen, City Clerk  
City of Oconomowoc

Notice is hereby given that a majority of the Common Council will be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Common Council pursuant to State ex rel. Badke v. Greendale Village Board, 173Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Common Council will not take any formal action at this meeting.



# MEMORANDUM

## PUBLIC WORKS

Date: September 1, 2020  
To: Personnel Committee  
From: Mark Frye, Director of Public Works  
Re: Request for Limit Term Employee (LTE) in 2020

## RELATES TO THE STRATEGIC PLAN

NA

## BACKGROUND

The administrative staff for Public Works includes four positions; Director, Assistant Director, Engineering/GIS Tech and Administrative Assistant. Recently we were made aware that our Administrative Assistant (AA) will be using 90 days of FMLA for the months of end of October, November, December and beginning of January.

As a department, we have been able to cover the absence of the AA for short (one week) periods using Public Works staff. When doing this, the staff person filling in is able to get little of their normal work tasks completed. Throughout the day there are calls from residents and residents that come to the department for permits and parcel information. It is not a constant flow, but enough to be disrupted during the day. The AA processes purchase requisitions, project payments and invoices for materials and supplies. The more detailed list of responsibilities is in the job description.

## ADDITIONAL ANALYSIS

For the April election, full days were dedicated to assisting the Clerk's office with the absentee ballots. The City Clerk has indicated her need for our support during the fall Presidential election. In addition to working with the ballot applications, the main switchboard was transferred to Public Works to handle all of the incoming calls for City Hall.

Due to the extended time the AA will be out of the office, we are requesting approval to hire an LTE to cover the position for the following reasons:

- Maintain customer service levels throughout an extended time period
- Allow skilled positions to continue doing their work on a daily basis
- Provide support for the Clerk's office during the elections

## FINANCIAL IMPACT

The extended absence was not anticipated at the time of the 2020 budget so no funds have been allocated for this. The estimated \$11,000.00 in wages and benefits (Social Security and Medicare Tax) for 90 days could be covered through reduced expenditures salaries with the vacant City Administrator position.

## RECOMMENDATION

City Staff recommend the use of a temporary Administrative Assistant for 90 days.

## SUGGESTED MOTION

Motion to approve the use of a temporary Administrative Assistant for 90 working days to cover an FMLA absence.

CITY OF OCONOMOWOC  
JOB DESCRIPTION

**DPW - ADMINISTRATIVE ASSISTANT**

**REPORTS TO:** Director of Public Works

**GENERAL STATEMENT OF DUTIES:**

Provide a variety of routine and complex clerical, administrative and technical work in the administration of the standard operating policies and procedures of the Department of Public Works. Provide customer service to community residents and internal departments.

**EXAMPLES OF DUTIES:**

- 1) Office Financial Support
  - a. Assist in the development of the department's annual budget and long term financial planning
    - i. Maintain updates for budget.
    - ii. Maintain file of expenditures.
    - iii. Approve invoices and purchase orders for payment.
    - iv. Track monthly building inspection fees for budget and provide to Finance.
    - v. Prepare refuse and recycling budget reports for Waukesha County annual rebate calculations.
    - vi. Street Projects: requisitions, purchase orders, change orders and payments.
    - vii. Track annual performance measurements.
- 2) Customer Service
  - a. Promote and maintain positive departmental public relations with residents, other city staff and departments, and the community in general.
  - b. Provide customer service to include the counter, phone, emails, and website.
  - c. Respond to customer inquiries, requests, and complaints; or refer to appropriate department staff.
- 3) Refuse and Recycling
  - a. Contract with current hauler
    - i. Verify units and monthly billing.
    - ii. Compile reports including physician approvals for walk up service.
    - iii. Track statistics of refuse and recycling.
    - iv. Ongoing education through media and events for refuse and recycling.
    - v. Organize annual household hazardous waste collection.
- 4) Administrative Support
  - a. Compile weekly hours for all full time, part time, and seasonal employees and submit to Payroll Department.
  - b. Fuel Usage Tracking
    - i. Prepare State of WI Fuel Tax Refund bi-annual reports. This includes a log of fuel purchased and used by equipment and vehicles for off-road services.
    - ii. Compile monthly reports of fuel usage for departments and journal entries.
  - c. Road Salt
    - i. Maintain spreadsheet and files on procurement of salt deliveries, log usage of salt when plowing and sanding operations occur, and reconcile on a yearly basis.
  - d. Parcel Files
    - i. Update parcel files with permit receipts, Architectural minutes, Plan

Commission minutes, Zoning Board of Appeals minutes, Council minutes, resolutions and annexations.

- 5) Street Opening Permits/Right of Way Permits  
Log requests as received for street openings by utilities and forward to Engineering for locates of sanitary and storm sewers. Log date of return, mail copy to utility and file department copy. Follow up on application completion by contractors. Obtain copy of receipt for refundable fee, verify information, maintain file until restoration is completed by contractor, inspection is completed, and approved. Prepare voucher for issuance of refund for deposit.
- 6) New Construction  
Compile all new construction and occupancy permits and report new home occupancy to hauler for refuse and recycling cart delivery.
- 7) Tall Grass  
Verify complaints, mail notices of compliance, check on property status. Notify Department of Public Works for maintenance and process invoice.
- 8) Website/Face book/Public Relations  
Organize publications of news and events to website and face book organizers, and to local newspapers and cable channel.
- 9) Safety Coordinator  
Coordinate quarterly safety meetings (team of 8). Submit reports to City Administrator and safety supervisor.
- 10) Special Projects
  - a. Assist Director with special projects and duties as assigned.
  - b. Assist City Attorney in updating Ordinances as changes occur.
  - c. Supervise work of summer help under the direction of Director.

## **QUALIFICATIONS:**

### **Education and Experience:**

- Graduation from high school or GED equivalent. Associates degree in office management or at least two years of administrative, secretarial, and office support required, preferably in the public sector.
- Equivalent combinations of training and experience may be considered.

### **Necessary Knowledge, Skills, and Abilities:**

- Considerable knowledge of office practices and procedures.
- Ability to maintain the confidentiality of sensitive information.
- Considerable knowledge of accounting practices.
- Experience and high level of proficiency with Internet and Microsoft Office required (MS Word, Excel, Access, and PowerPoint).
- Excellent typing skills.
- Considerable knowledge of payroll systems.
- Basic knowledge of municipal government processes.
- Ability to work collaboratively and cooperatively with management teams.

- Ability to effectively communicate with elected officials, staff and the public in both written and verbal form.
- Ability to define problems and deal with a variety of situations, ability to think quickly, maintain self control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to prioritize.
- Ability to maintain an organized filing system for records.
- Ability to prepare correspondence and reports.
- Ability to assist public with questions and respond, and successfully handle complaints.
- Ability to plan, organize, prioritize, and carry out office work with minimal supervision.
- Strong attention to detail.

**SPECIAL REQUIREMENTS:**

Valid state driver's License or the ability to obtain one.

**TOOLS AND EQUIPMENT USED:**

Personal computer including word processing and spreadsheet software; copy machine; postage machine; fax machine; phone and calculator.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EMPLOYEE SIGNATURE**

Employee signature below constitutes employee's understanding of the position's essential duties, qualifications/requirements, necessary knowledge, skills, and abilities.

Employee \_\_\_\_\_ Date \_\_\_\_\_



# MEMORANDUM

## HUMAN RESOURCES OFFICE

Date: September 2, 2020  
To: Personnel Committee  
From: Mayor Bob Magnus  
Tony Posnik  
Re: Consider and Recommend a Revision to the Employee Handbook Allowing for the Hiring of Limited Term Employees.

### RELATES TO THE STRATEGIC PLAN

Strategic Goal: N/A

### BACKGROUND

In the workplace, Limited Term Employees (LTE) are commonly utilized to fill short-term temporary staffing needs (ex. FMLA, leave of absences, resignations, projects, etc.) When temporary short-term staffing is needed and the current staff is unable to complete the work, Departments need the ability to hire an LTE. The City’s Employee Handbook is currently missing language allowing for the hiring of LTEs. To allow for the hiring of LTEs, below is proposed wording to include in the Employee Handbook:

***Limited Term Employee (LTE) - If current staffing is limited, not qualified, and/or unable to serve as interim or perform the work during a temporary short-term staffing need, an LTE may be utilized up to six months when needed with Human Resources and City Administrator approval. The LTE pay rate will be based upon the vacant position’s assigned pay grade or established seasonal hourly rate when appropriate. LTEs are temporary and non-benefited employees.***

### ADDITIONAL ANALYSIS

Not applicable.

### FINANCIAL IMPACT

The financial impact will be based on the position’s pay rate and duration of the LTE.

### RECOMMENDATION

Recommend revising the Employee Handbook to include the ability to hire LTEs.

### SUGGESTED MOTION

Motion to recommend to Council revision of the Employee Handbook to include the ability to hire LTEs.



# Memorandum

## **POLICE DEPARTMENT:**

Date: July 7, 2020  
To: Personnel Committee, Mayor, Finance Director  
From: Captain James P. Pfister  
Re: New Officer Position Request

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## **STRATEGIC PLAN IMPLEMENTATION**

The addition of one new police officer position in 2021 is a continuation of the strategic plan to bring the police department staffing levels up to an appropriate level to maintain quality of police services. This request will have a direct impact on continuing to provide a safe and secure community.

## **BACKGROUND**

In the 2021 budget the police department is requesting one additional full time sworn police officer to be hired. If approved, this position would be added to the patrol division and would provide an additional officer on the street.

- 2016 Strategic Staffing Plan completed
- Summary of staffing recommendation from above plan:
  - 2016-17 2 Patrol Officers
  - 2017-18 2 Patrol Officers and 1 Detective
  - 2018-19 3 Patrol Officers and 1 School Resource Officer (SRO)
  - 2019-20 2 Patrol Officers
  - 2020-21 2 Patrol Officers and 1 Detective
- Actual hiring of staff
  - 2017 1 Patrol Officer and 1 Part-Time Property/Evidence Custodian
  - 2020 1 Full Time Detective Position

## **REQUEST**

The police department has reviewed staffing levels for communities that have a similar population as Oconomowoc. The officer to citizen ratio shows the City of Oconomowoc is



OFFICER TO POPULATION RATIO - WAUKESHA COUNTY

	POPULATION	SWORN OFFICERS	RATIO
OCONOMOWOC LAKE PD	588	11	1:53
CHENEQUA PD	613	11	1:55
BIG BEND PD	1,341	12	1:111
MUKWONAGO PD	1,965	14	1:140
BUTLER	1,816	9	1:201
ELM GROVE PD	5,945	15	1:396
BROOKFIELD PD	6,517	16	1:407
PEWAUKEE PD	8,192	19	1:431
DELAFIELD PD	7,604	16	1:475
BROOKFIELD PD	38,972	82	1:475
NEW BERLIN PD	39,729	70	1:567
HARTLAND PD	9,094	16	1:568
MUKWONAGO PD	8,327	14	1:594
WAUKESHA PD	70,718	119	1:594
MUSKEGO PD	25,377	40	1:634
OCONOMOWOC CITY PD	17,195	26	1:661
MENOMONEE FALLS PD	39,051	59	1:661
OCONOMOWOC TOWN PD	8,905	12	1:742
SUMMIT / DOUSMAN PD	9,792	11	1:890
19	301,741	572	1:527

OFFICER TO POPULATION RATIO - SIMILAR SIZED COMMUNITIES

	POPULATION	SWORN OFFICERS	RATIO
ASHWAUBENON	17,272	50	1:345
GREENDALE	14,072	30	1:469
MARSHFIELD	18,311	37	1:494
BEAVER DAM	16,355	33	1:495
MIDDLETON	19,784	37	1:534
HARTFORD	15,329	28	1:547
EVEREST	17,524	31	1:565
MANASHA TOWN	17,865	31	1:576
WHITEFISH BAY	13,866	24	1:577
MENASHA	17,771	30	1:592
CUDAHY	18,500	31	1:596
WISCONSIN RAPIDS	17,696	29	1:610
MENOMONIE	16,540	27	1:612
CHIPPEWA FALLS	14,180	23	1:616
WHITEWATER	14,929	24	1:622
KAUKAUNA	16,246	26	1:624
RIVER FALLS	15,951	25	1:638
OCONOMOWOC	17,195	26	1:661
GERMANTOWN	20,555	31	1:663
ONALASKA	18,711	28	1:668
20	338,652	601	1:563



# MEMORANDUM

## PARKS, RECREATION & FORESTRY DEPARTMENT

Date: 7-6-20  
To: Mayor Robert Magnus; Laurie Sullivan, Finance Director; Tony Posnik, Human Resource Manager  
From: Craig Hoepfner, Director  
Re: Request for a Full-time Parks & Forestry Maintenance Position to be added to the 2021 Budget

## RELATES TO THE STRATEGIC PLAN

IV. Improve our Quality of Life Assets

## BACKGROUND

The Parks, Recreation & Forestry Department respectfully requests adding a full-time Parks & Forestry Maintenance position to the 2021 Operating Budget.

Our Department has not added a FT Parks position since the 1970's, when the City had 66 acres of parkland. Obviously, in almost 50 years, Oconomowoc has seen substantial growth. In the past 20 years alone, the population of Oconomowoc has grown by 30%. In the past 5 years, our Department has added 22% more park acreage. We now maintain 431 park acres, another 97 city-owned acres (boulevards, sidewalks, medians, Library, Museum, etc.) and 8000+ street and park trees, with the same amount of staff. Over the years, the City has tried to provide more efficient equipment to help off-set the need for new staff, however, that efficiency maxed out five years ago.

In the past 5 years, our Department has provided intense and specialized maintenance to the Downtown area including Village Green, Boardwalk, Veterans Memorial Park and Wisconsin Avenue. These are important, high traffic, high visibility, special event areas that need extra attention.

In the past 5 years, our Department has more than doubled the amount of street trees removed, stumped and planted and tripled the amount of street trees pruned.

In the past 5 years, our Department has taken on the maintenance responsibility for Chapman Park, Hidden Ridge Park, Hickorywoods Park and Northeast Regional Park. Travel time between these parks has doubled, as most are located on the far edges of the City.

In the past 5 years, our Department has saved the City substantial money by completing special projects in-house such as installing concrete pads, roofing, turf restoration and demolition, as opposed to contacting the work out.

Last year, our Department added snow removal on the multi-purpose trail along Concord and Allen Roads to our list of responsibilities and have recently added Hidden Ridge Park.

In 2019, our Parks & Forestry staff spent the following time on these major maintenance categories. This is not a fully inclusive list, but provides some of the highlights:

- 2552 hours on forestry operations including pruning, removals, stumping, planting and storm damage
- 1788 hours on mowing and trimming
- 1280 hours on trash removal and restroom cleaning
- 1198 hours on athletic field maintenance
- 916 hours on snow & ice removal operations
- 601 hours on flower and landscape bed maintenance
- 371 hours hanging downtown holiday lights, decorations and banners.
- 247 hours assisting community special events.
- 86 hours on playground inspections and repairs
- 54 hours on tennis, basketball and volleyball court maintenance

#### ADDITIONAL ANALYSIS

The Electric Utility needs to hire out seasonal restoration for their Electrical Boring operations. It would cost the Electric Utility more money to hire an outside contractor who could not guarantee when the areas would be restored. To save funds and have the restoration completed on time, the Electric Utility would provide a total of \$38,000 to our Department in exchange for this work. \$30,000 would be applied toward wage/fringe/insurance and \$8,000 for materials, including topsoil, seed and mulch. This would be an annual contribution provided toward the Parks & Forestry Maintenance position.

Our Department would be responsible for restoring the areas disturbed by electrical boring. On average, this would amount to 1 day per week from March through November. Some weeks it may be two days per week, while others there may be no restoration work needed.

Additionally, this new position could supplement the City's snow removal operations for streets and/or sidewalks during the winter season.

#### FINANCIAL IMPACT

The full cost of the position would be \$79,780. This is based on Step 4 of the 2020 Wage Scale. The cost includes Wage, FICA, WRS, Health insurance and Life insurance. Electric Utility would supplement \$30,000 on an annual basis, so the full cost to the operating budget would be \$49,780.

To help offset costs further in 2021, we would propose starting the position on March 1, instead of January 1. This would save an additional \$13,296. We would also propose to eliminate two seasonal positions which would save an additional \$12,918.

The total cost to the 2021 Operating Budget would be \$23,566.

#### RECOMMENDATION

Due to the substantial increase in park & forestry maintenance responsibilities over the past 5-10 years and the opportunity to cooperatively work with Electric Utility, our Department would recommend approval of a full-time Parks & Forestry Maintenance position to be added to the 2021 City Operating Budget.



# MEMORANDUM

## DEPARTMENT

Date: October 31, 2019  
 To: Personnel Committee, and Mayor Magnus  
 From: Laurie Sullivan, Finance Director  
 Re: Request for Full Time IT Manager

## RELATES TO THE STRATEGIC PLAN

Strategic Goal- N/A

## BACKGROUND

The City currently employs one full time IT technician. This position is used mainly for support desk services and lifecycle replacements. As the City of Oconomowoc’s IT needs continue to grow and mature, our single employee is not able to keep up with the demand for his services.

## ADDITIONAL ANALYSIS

Critical IT services that should be performed in-house include Project Management, IT inventory, IT Policy and Documentation, Service Ticket Management, Active Directory Management, Cybersecurity Training, and Monthly Update patching to City Software. With current staff we are unable to perform all of the necessary functions of the IT department.

## FINANCIAL IMPACT

Staff has performed an analysis of IT costs and services that are currently contracted out to a third party provider. As shown on the attached spreadsheet, several of those services could be performed at a cost savings to the City by using an in house employee.

Estimated costs for the new hire:

<b>IT Manager</b>			
<b>Market Wage Step 4 (Gr</b>		<b>34.93</b>	
Wages		72,654.40	
FICA (SS & Med)		5,558.06	
WRS (6.75%)		4,904.17	
Health Employer Portion		21,271.68	
Life Insurance Estimate (		91.58	
<b>Total</b>		<b>104,479.90</b>	
*Based on 2020 wages and benefits			

Proposed breakdown of funding includes:

50% or \$52,400 to come from the Outside Services budget

The remaining 50% to be split between the General Fund (\$39K) and the three Utilities (\$13,5K)

Total cost to be included in the 2021 General Fund budget is \$39,000.

#### RECOMMENDATION

Recommend approval of new position and to include in the 2021 proposed budget.

#### SUGGESTED MOTION

Motion to recommend the addition of the Information Technology Manager in the 2021 budget and direct staff to proceed in developing job descriptions to submit to Carlson Dettmann Consulting for recommended grade placement.

Post Date	Payable Number	Description	Invoiced Amount	Move to In House	Total Vendor	Monthly Updates - Police	Monthly Updates - ESCADA	Monthly Updates - City Hall	Server Access	Misc	Active Directory	Server/Vmware	Misc.	Meetings	Total out of house
5/30/2019	6649	SVCS 5/23-5/29	2,500.00	1,200.00	1,300.00				750.00	250.00	200.00	200.00	200.00	900.00	1,300.00
6/7/2019	6651	SVCS 5/30-6/05	5,037.50	2,425.00	2,612.50				500.00	850.00	1,075.00	100.00	2,412.50	100.00	2,612.50
6/14/2019	6656	SVCS 6/16-6/12	4,934.91	500.00	4,434.91					275.00	225.00	550.00	3,484.91	400.00	4,434.91
6/19/2019	6657	SVCS 6/13-6/19	2,450.00	1,900.00	550.00					1,900.00		50.00	300.00	200.00	550.00
6/27/2019	6659	SVCS 6/20-6/26	5,375.00	5,225.00	150.00		1,000.00	1,100.00	50.00	2,925.00	150.00	150.00			150.00
7/5/2019	6660	SVCS 6/27-7/3	3,425.00	3,425.00	0.00					3,375.00	50.00				0.00
7/12/2019	6661	SVCS 7/4-7/10	3,075.00	2,200.00	875.00					2,150.00	50.00	350.00	525.00		875.00
7/25/2019	6664	RECONFIGURE BACKUPS & STORAGE LOCATIONS	3,775.00	3,175.00	600.00					3,175.00		300.00	300.00		600.00
7/31/2019	6665	SVC 7/17-24/19	4,500.00	4,300.00	200.00		1,050.00	1,150.00		2,050.00	50.00		0.00	200.00	200.00
8/7/2019	6667	IT SVC 7/25-31/19	2,275.00	1,075.00	1,200.00					975.00	100.00	400.00	0.00	800.00	1,200.00
8/14/2019	6668	SVC 8/1-3/19	2,100.00	50.00	2,050.00						50.00	1,125.00	0.00	925.00	2,050.00
8/21/2019	6669	SVC 8/4-10/19	3,650.00	300.00	3,350.00						300.00	2,175.00	1,000.00	175.00	3,350.00
8/21/2019	6670	AVAST CLOUDCARE ANTIVIRUS+FIREWALL 165 SEAT 1 YR	1,567.50	0.00	1,567.50								1,567.50		1,567.50
8/28/2019	6672	SVC 8/11-17/19	1,900.00	575.00	1,325.00					100.00	475.00	200.00	1,075.00	50.00	1,325.00
9/4/2019	6673	SVC 8/18-24/19	1,150.00	550.00	600.00						550.00	550.00	0.00	50.00	600.00
9/11/2019	6676	SVC 8/25-31/19	4,650.00	2,400.00	2,250.00		1,250.00	1,150.00				2,075.00	175.00		2,250.00
9/18/2019	6678	SVC 9/1-7/19	1,575.00	50.00	1,525.00						50.00	1,450.00	75.00		1,525.00
9/25/2019	6682	SVC 9/8-14/19	1,025.00	50.00	975.00				50.00			100	625.00	250	975.00
10/2/2019	6684	SVC 9/15-21/19	1,850.00	350.00	1,500.00				250.00		100.00	950.00	300.00	250.00	1,500.00
10/9/2019	6685	SVC 9/20-28/19	4,425.00	2,600.00	1,825.00		1,050.00	1,150.00		350.00	50.00	900.00	875.00	50.00	1,825.00
10/16/2019	6686	SVC 9/29-10/5/19	4,525.00	675.00	3,850.00					675.00		300.00	3,550.00		3,850.00
10/23/2019	6689	SVCS 10/6-12/19	1,875.00	300.00	1,575.00					150.00	150.00	250.00	50.00	1,275.00	1,575.00
10/30/2019	6692	SVC 10/13-19/19	3,250.00	50.00	3,200.00				50.00			2,950.00	0.00	250.00	3,200.00
11/6/2019	6693	SVC 10/20-26/19	6,612.50	3,412.50	3,200.00	1,462.50	800.00	1,150.00				1,700.00	0.00	1,500.00	3,200.00
11/13/2019	6694	SERVICES 10/27-11/2/19	5,725.00	1,000.00	4,725.00		250.00			500.00	250.00	1,550.00	2,725.00	450.00	4,725.00
11/20/2019	6695	SERVICE 11/3-9/19	8,225.00	0.00	8,225.00							3,650.00	4,100.00	475.00	8,225.00
11/27/2019	6698	SERVICES 11/10-11/16/19	5,125.00	0.00	5,125.00							2,400.00	2,025.00	700.00	5,125.00
12/11/2019	6700	SERVICES 11/17-23/19	4,500.00	200.00	4,300.00				50.00		150.00	3,650.00	0.00	650.00	4,300.00
12/11/2019	6701	SERVICES 11/24-30/19	3,475.00	2,200.00	1,275.00		1,050.00	1,150.00				850.00	0.00	425.00	1,275.00
12/18/2019	6702	SERVICES 12/1-7/19	5,125.00	1,975.00	3,150.00				1,375.00		600.00	500.00	2,450.00	200.00	3,150.00
12/26/2019	6708	SVC 12/8-14/19	2,550.00	850.00	1,700.00				400.00		450.00	650.00	650.00	400.00	1,700.00
12/26/2019	6709	SVC 12/8-14/19	600.00	200.00	400.00				200.00				400.00		400.00
12/31/2019	6710	SVC 12/15-21/19	5,175.00	1,875.00	3,300.00				1,475.00		400.00	2,075.00	950.00	275.00	3,300.00
12/31/2019	6711	SVC 12/22-28/19	2,100.00	2,100.00	0.00		1,000.00	1,100.00					0.00		0.00
12/31/2019	6712-19	SVC 12/30-31-19	1,100.00	0.00	1,100.00								0.00	1,100.00	1,100.00
1/15/2020	6712-20	SVC 1/2/2020	500.00	0.00	500.00								0.00	500.00	500.00
1/22/2020	6713	SERVICES 1/5-11/2020	2,962.50	450.00	2,512.50					350.00	100.00	150.00	1,937.50	425.00	2,512.50
2/5/2020	6717	SVC 1/12-18/20	1,600.00	500.00	1,100.00				150.00	300.00	50.00	400.00	50.00	650.00	1,100.00
2/5/2020	6719	SVC 1/19-25/20	2,825.00	2,450.00	375.00		1,050.00	1,150.00	50.00	200.00			200.00	175.00	375.00
2/12/2020	6721	SERVICE 1/26-2/1/20	1,565.00	350.00	1,215.00					100.00	250.00	450.00	665.00	100.00	1,215.00
2/26/2020	6725	SERVICES 2/2-2/15/2020	3,425.00	100.00	3,325.00				100.00				3,325.00		3,325.00
3/4/2020	6727	SVC 2/16-22/2020	1,425.00	1,250.00	175.00		1,100.00			150.00			100.00	75.00	175.00
3/11/2020	6729	SVC 2/23-29/2020	2,837.50	2,587.50	250.00	1,087.50		1,200.00			300.00	50.00	0.00	200.00	250.00
3/18/2020	6730	SERVICES 2/18-3/10/2020	1,575.00	100.00	1,475.00						100.00		1,375.00	100.00	1,475.00
3/25/2020	6735	SVC 3/8-14/2020	1,425.00	0.00	1,425.00								1,300.00	125.00	1,425.00
4/8/2020	6740	SVC 3/15-21/2020	2,625.00	1,350.00	1,275.00		1,300.00		50.00				1,275.00		1,275.00
4/8/2020	6741	SHADOWPROTECT MAINTENANCE	2,553.54	0.00	2,553.54								2,553.54		2,553.54
4/8/2020	6744	SVC 3/22-28/2020	5,900.00	2,787.50	3,112.50	1,537.50		1,175.00			75.00	3,012.50	100.00		3,112.50
4/22/2020	6745	SERVICES 3/29-4/11/20	3,825.00	50.00	3,775.00						50.00	50.00	3,725.00		3,775.00
5/6/2020	6748	SERVICES 4/12-25/2020	5,112.50	3,137.50	1,975.00		1,100.00	1,150.00	537.50	100.00	250.00	225.00	350.00	1,400.00	1,975.00
5/27/2020	6749	SVC 4/26-5/9/2020	3,040.00	1,175.00	1,865.00	975.00			50.00		150.00		1,015.00	850.00	1,865.00
6/10/2020	6752	SVC 5/10-23/2020	6,410.00	1,755.00	4,655.00		1,175.00		425.00		155.00	2,685.00	100.00	1,870.00	4,655.00
6/10/2020	6753	SERVICES 5/24-30/2020	3,524.94	1,900.00	1,624.94			1,150.00	75.00	425.00	250.00	260.00	89.94	1,275.00	1,624.94
6/17/2020	6754	SVC 5/31-6/6/2020	1,712.50	1,312.50	400.00	1,162.50					150.00		0.00	400.00	400.00
6/16/2020	6759	SVCS 6/07/20-6/13/20	400.00	300.00	100.00				200.00		100.00			100.00	100.00
6/23/2020	6760	SVCS 6/14/20-6/20/20	2,970.00	1,725.00	1,245.00		1,325.00				400.00	850.00		395.00	1,245.00
6/30/2020	6761	SVCS 6/21/20-6/27/20	3,537.50	2,187.50	1,350.00	937.50		1,250.00						1,350.00	1,350.00
7/14/2020	6763	SVCS 6/28/20-7/11/20	5,080.00	2,730.00	2,350.00				2,630.00		100.00		1,125.00	1,225.00	2,350.00
7/21/2020	6765	SVCS 7/12/20-7/18/20	2,195.00	1,020.00	1,175.00				1,020.00			600.00	125.00	450.00	1,175.00
7/27/2020	6766	SVCS 7/19/20-7/25/20	2,625.00	2,350.00	275.00		1,200.00	1,150.00						275.00	275.00
8/3/2020	6767	SVCS 7/26/20-8/1/20	3,955.00	1,087.50	2,867.50	1,087.50							1,567.50	1,300.00	2,867.50
	6771	SVCS 8/9/20-8/15/20	3,402.50	50.00	3,352.50						50.00		3,352.50		3,352.50
			200,210.89	79,892.50	120,318.39	8,250.00	15,700.00	16,175.00	10,437.50	21,325.00	8,005.00	40,882.50	54,145.89	25,290.00	120,318.39



# MEMORANDUM

## ELECTRIC AND WATER UTILITY

Date: August 19, 2020

To: Personnel Committee

From: Joe Pickart, Electric and Water Utility Manager

Re: Consider/Recommend hiring (1) staff member for Utility & City Owned Infrastructure Locating

### RELATES TO THE STRATEGIC PLAN

Strategic Goal: II. IMPROVE AND MAINTAIN OUR INFRASTRUCTURE Objective: II.B. Maintain Our Existing Infrastructure

### BACKGROUND

Oconomowoc Electric, Water and Wastewater Utilities and Department of Public Works are responsible for responding to Diggers Hotline requests and for locating City owned infrastructure including underground electric lines, water mains and laterals, sanitary and storm sewers.

Diggers Hotline is Wisconsin's statewide one-call notification system developed to provide excavators and the general public the ability to inform multiple owners of underground facilities of excavation with a single call. This is a safety requirement per Wisconsin Statute 182.0175.

Currently, the Electric Department contracts the locating work to USIC. The Water, Wastewater and Public Works Departments assess and locate requests with departmental staff. Locate requests arrive at departmental locations via fax from Diggers Hotline, paperwork is sorted by status, request type and location prior to sending out crews. Annual average number of locate requests that are received by *each* department is 5,231 (8 year history).

During our automation project, in which we are implementing new software to move away from paper forms and towards mobile devices, we identified a significant amount of redundancy between departments that cause extra fees to be incurred from Diggers Hotline and takes time away from crews better suited to operations. The current workflow has each department handling their portion of the ticket request independently, which can lead to up to (4) people visiting the same site to mark each utility. It also requires (3) administrative staff to review and sort copies of the same tickets.

Based on detailed analysis, we believe the following efficiencies will be gained by adding (1) staff member:

- 1) Reduce number of staff and vehicles mobilizing to one location (1 vs. 4) saving on fuel and wear on trucks
- 2) Directing water operators back to the following tasks, some of which are required by the DNR and State:
  - a. Valve turning
  - b. Verification of Lead Laterals - determining service line materials on both sides of the valve and reporting back to the DNR, per their requirement implemented in late 2019
  - c. Hydrant painting and maintenance, a task that has been bid out in the past and is budgeted for in 2021 for \$25,000
  - d. Leak detection after each flushing cycle

- 3) Long term cost savings, per attached analysis.
- 4) Having new staff member assist in groundskeeping and snow removal during slower construction seasons. However, with the addition of the directional drill and the continued growth in the City, we expect the typical “off” season will be extended into winter going forward

#### ADDITIONAL ANALYSIS

See attached cost analysis which summarizes costs based on an 8-year history. Future costs will incur an 3% annual escalation for USIC to locate Electric Utilities.

It is worth noting that the current requirements from Diggers Hotline and the State do not include a Positive Response. Positive Response would require locate status to be reported back to Diggers Hotline so excavators can view it online or by automated email response. Should Positive Response be implemented, the number of locates will increase as staff would be required to mark with flags noting one of the following: Marked, System Cleared or No Conflict. Currently we do not flag or mark a site if there are no utilities, which excludes the System Cleared and No Conflict status. Attached documents provide more Positive Response information from the Diggers Hotline website.

#### FINANCIAL IMPACT

The financial impact expected is a savings in the long term as USIC costs for the Electric Utility escalate 3% annually going forward.

#### RECOMMENDATION

Recommend the approval to add one (1) Utility Locator in the 2021 budget. With Personnel Committee’s recommendation, a job description, job description questionnaire, and wage classification for the Utility Locator will be finalized and presented to Personnel and Council for approval.

#### SUGGESTED MOTION

Motion to recommend the addition of one (1) Utility Locator to the Electric and Water Utility in the 2021 budget and direct staff to proceed in developing job descriptions to submit to Carlson Dettmann Consulting for recommended grade placement.

Year	2020 Est.							
Quantity	Avoided Outside Expenses			Internal Labor Time Savings				
7,466	USIC	Digger's Hotline	Total	Field Crew	Admin Assistant	Total	Grand Total	Alloc %
Electric	\$ 82,126		\$ 82,126			\$ -	\$ 82,126	39.1%
Water		\$ 3,733	\$ 3,733	\$ 106,092	\$ 1,645	\$ 107,737	\$ 111,470	53.1%
Wastewater		\$ 3,733	\$ 3,733	\$ 3,341	\$ 1,645	\$ 4,986	\$ 8,719	4.2%
DPW		\$ 3,733	\$ 3,733	\$ 2,165	\$ 1,645	\$ 3,811	\$ 7,544	3.6%
<b>Total</b>	<b>\$ 82,126</b>	<b>\$ 11,199</b>	<b>\$ 93,325</b>	<b>\$ 111,598</b>	<b>\$ 4,936</b>	<b>\$ 116,534</b>	<b>\$ 209,859</b>	<b>100.0%</b>
Utility Locator Technician Cost			\$ -			\$ (82,845)	\$ (82,845)	
Net Savings / (Cost)			<u>\$ 93,325</u>			<u>\$ 33,689</u>	<u>\$ 127,014</u>	
Truck Cost			\$ 35,000 /10 yrs				\$ 3,500 annually	
Equipment Cost			\$ 10,000 /10 yrs				\$ 1,000 annually	

Year	Average							
Quantity	Avoided Outside Expenses			Internal Labor Time Savings				
5,231	USIC	Digger's Hotline	Total	Field Crew	Admin Assistant	Total	Grand Total	Alloc %
Electric	\$ 57,545		\$ 57,545			\$ -	\$ 57,545	39.1%
Water		\$ 2,616	\$ 2,616	\$ 74,338	\$ 1,153	\$ 75,491	\$ 78,106	53.1%
Wastewater		\$ 2,616	\$ 2,616	\$ 2,341	\$ 1,153	\$ 3,494	\$ 6,109	4.2%
DPW		\$ 2,616	\$ 2,616	\$ 1,517	\$ 1,153	\$ 2,670	\$ 5,286	3.6%
<b>Total</b>	<b>\$ 57,545</b>	<b>\$ 7,847</b>	<b>\$ 65,392</b>	<b>\$ 78,196</b>	<b>\$ 3,459</b>	<b>\$ 81,654</b>	<b>\$ 147,047</b>	<b>100.0%</b>
Utility Locator Technician Cost			\$ -			\$ (82,845)	\$ (82,845)	
Net Savings / (Cost)			<u>\$ 65,392</u>			<u>\$ (1,191)</u>	<u>\$ 64,202</u>	

Year	Total Locate Qty	Electric Utility			Water Utility									Wastewater Utility									Department of Public Works											
		USIC Contractor Rate per Locate	USIC Contractor Fee	Electric Total Annual Cost	% of Locates Marked	Crew Labor Rate	Hours per Locate (1/2 hour)	Crew Labor Cost	Admin Asst Rate	Hours per Locate (1/2 min)	Total Admin Asst Cost	Digger's Hotline Fax Fee Rate	Digger's Hotline Fax Fee	Water Total Annual Cost	% of Locates Marked	Crew Labor Rate	Hours per Locate (1/2 hour)	Crew Labor Cost	Admin Asst Rate	Hours per Locate (1/2 min)	Total Admin Asst Cost	Digger's Hotline Fax Fee Rate	Digger's Hotline Fax Fee	Wastewater Total Annual Cost	% of Locates Marked	Crew Labor Rate	Hours per Locate (1/2 hour)	Crew Labor Cost	Admin Asst Rate	Hours per Locate (1/2 min)	Total Admin Asst Cost	Digger's Hotline Fax Fee Rate	Digger's Hotline Fax Fee	DPW Total Annual Cost
Average	5,231	\$ 11.00	\$ 57,545.13	57,545.13	98%	\$ 29.00	0.50	\$ 74,337.84	\$ 26.45	0.01	\$ 1,152.89	\$ 0.50	\$ 2,615.69	78,106.42	3%	\$ 29.83	0.50	\$ 2,340.84	\$ 26.45	0.01	\$ 1,152.89	\$ 0.50	\$ 2,615.69	\$ 6,109.42	2%	\$ 29.00	0.50	\$ 1,517.10	\$ 26.45	0.01	\$ 1,152.89	\$ 0.50	\$ 2,615.69	\$ 5,285.68
2020 Est.	7,466	\$ 11.00	\$ 82,126.00	82,126.00	98%	\$ 29.00	0.50	\$ 106,091.86	\$ 26.45	0.01	\$ 1,645.36	\$ 0.50	\$ 3,733.00	111,470.22	3%	\$ 29.83	0.50	\$ 3,340.75	\$ 26.45	0.01	\$ 1,645.36	\$ 0.50	\$ 3,733.00	\$ 8,719.11	2%	\$ 29.00	0.50	\$ 2,165.14	\$ 26.45	0.01	\$ 1,645.36	\$ 0.50	\$ 3,733.00	\$ 7,543.50
2019	6,611	\$ 10.75	\$ 71,056.35	71,056.35	98%	\$ 29.00	0.50	\$ 93,942.31	\$ 25.80	0.01	\$ 1,421.39	\$ 0.50	\$ 3,305.50	98,669.20	3%	\$ 29.10	0.50	\$ 2,886.02	\$ 25.80	0.01	\$ 1,421.39	\$ 0.50	\$ 3,305.50	\$ 7,612.91	2%	\$ 29.00	0.50	\$ 1,917.19	\$ 25.80	0.01	\$ 1,421.39	\$ 0.50	\$ 3,305.50	\$ 6,644.08
2018	5,625	\$ 10.53	\$ 59,231.25	59,231.25	98%	\$ 29.00	0.50	\$ 79,931.25	\$ 25.17	0.01	\$ 1,179.90	\$ 0.50	\$ 2,812.50	83,923.65	3%	\$ 28.39	0.50	\$ 2,395.69	\$ 25.17	0.01	\$ 1,179.90	\$ 0.50	\$ 2,812.50	\$ 6,388.09	2%	\$ 29.00	0.50	\$ 1,631.25	\$ 25.17	0.01	\$ 1,179.90	\$ 0.50	\$ 2,812.50	\$ 5,623.65
2017	4,960	\$ 10.53	\$ 52,228.80	52,228.80	98%	\$ 29.00	0.50	\$ 70,481.60	\$ 24.68	0.01	\$ 1,020.00	\$ 0.50	\$ 2,480.00	73,981.60	3%	\$ 27.84	0.50	\$ 2,071.05	\$ 24.68	0.01	\$ 1,020.00	\$ 0.50	\$ 2,480.00	\$ 5,571.05	2%	\$ 29.00	0.50	\$ 1,438.40	\$ 24.68	0.01	\$ 1,020.00	\$ 0.50	\$ 2,480.00	\$ 4,938.40
2016	4,530	\$ 10.53	\$ 47,700.90	47,700.90	98%	\$ 29.00	0.50	\$ 64,371.30	\$ 24.19	0.01	\$ 913.32	\$ 0.50	\$ 2,265.00	67,549.62	3%	\$ 27.29	0.50	\$ 1,854.42	\$ 24.19	0.01	\$ 913.32	\$ 0.50	\$ 2,265.00	\$ 5,032.73	2%	\$ 29.00	0.50	\$ 1,313.70	\$ 24.19	0.01	\$ 913.32	\$ 0.50	\$ 2,265.00	\$ 4,492.02
2015	4,659	\$ 10.53	\$ 49,059.27	49,059.27	98%	\$ 29.00	0.50	\$ 66,204.39	\$ 23.48	0.01	\$ 911.79	\$ 0.50	\$ 2,329.50	69,445.68	3%	\$ 26.49	0.50	\$ 1,851.32	\$ 23.48	0.01	\$ 911.79	\$ 0.50	\$ 2,329.50	\$ 5,092.61	2%	\$ 29.00	0.50	\$ 1,351.11	\$ 23.48	0.01	\$ 911.79	\$ 0.50	\$ 2,329.50	\$ 4,592.40
2014	4,005	\$ 10.53	\$ 42,172.65	42,172.65	98%	\$ 29.00	0.50	\$ 56,911.05	\$ 22.97	0.01	\$ 766.55	\$ 0.50	\$ 2,002.50	59,680.10	3%	\$ 25.91	0.50	\$ 1,556.42	\$ 22.97	0.01	\$ 766.55	\$ 0.50	\$ 2,002.50	\$ 4,325.47	2%	\$ 29.00	0.50	\$ 1,161.45	\$ 22.97	0.01	\$ 766.55	\$ 0.50	\$ 2,002.50	\$ 3,930.50
2013	3,995	\$ 10.53	\$ 42,067.35	42,067.35	98%	\$ 29.00	0.50	\$ 56,768.95	\$ 22.55	0.01	\$ 750.66	\$ 0.50	\$ 1,997.50	59,517.11	3%	\$ 25.40	0.50	\$ 1,522.10	\$ 22.55	0.01	\$ 750.66	\$ 0.50	\$ 1,997.50	\$ 4,270.26	2%	\$ 29.00	0.50	\$ 1,158.55	\$ 22.55	0.01	\$ 750.66	\$ 0.50	\$ 1,997.50	\$ 3,906.71

1 2 3 4 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37

UTILITY LOCATOR/TECHNICIAN 2020 ESTIMATE	
Market Wage Step 6 (Grac)	25.8379
Wages	53,742.83
FICA (SS & Med)	4,111.33
WRS (6.75%)	3,627.64
Health Employer Portion (1)	21,271.68
Life Insurance Estimate (Ag)	91.58
<b>Total</b>	<b>82,845.06</b>
*Based on 2020 wages and benefits	



# MEMORANDUM

Date: August 5, 2020  
To: Personnel Committee  
From: Bob Duffy, Economic Development Director  
Re: Consider/Recommend Marketing & Communications Intern Position in the 2021 Budget

## RELATES TO THE STRATEGIC PLAN

Strategic Goal: V. ENHANCE EFFECTIVENESS OF OUR CITY GOVERNMENT

Objective: V.E. : Improve our Internal & External Communications

## BACKGROUND

In order to enhance our effectiveness and transparency as an organization, the City of Oconomowoc needs to rely on constant and effective communications to our community, customers and businesses. The public’s expectation and demand for immediate and constant information dissemination has increased exponentially with the platforms available to receive communications. With this increased demand, the City has seen improvement by adding to the current staff capacity in hiring a Marketing Intern. Through this addition, the City has been able to become more responsive and effective with press releases, ordinance compliance initiatives, event & activity awareness, as well as the overall image and promotion of our community and businesses.

With this increased effectiveness, it is our belief a Marketing & Communications Intern position should again be established for the City of Oconomowoc for the 2021 budget. The position would serve the City for news, web, and social media communications, as well as community relations efforts. Through these effective and up-to-date information dissemination efforts, and an active social media presence, it is our hope to continue to deliver efficient and effective messaging, as well as build trust with our customers, businesses and the community.

## FINANCIAL IMPACT

The market wage for a Marketing/Communications Intern is \$13.25/hr. The total cost including wages, and software/support = \$30,570. Given the cross-organizational nature of the position and the various skills that have and will continue to be utilized for the City, the funding methodology should be split between Tourism and the City, similar to other positions within the organization.

## RECOMMENDATION

It is our recommendation and belief, that through the continuation of the Marketing & Communications Intern position, The City will be addressing our strategic plan goals, and offering continued consistent and effective communications which will result in an improved City image and enhanced effectiveness in our constantly growing & changing community.

## SUGGESTED MOTION

Personnel Committee's Motion to recommend City Staff to incorporate the Marketing & Communications Intern position into the 2021 budget and update the a job description, and the wage classification.



# MEMORANDUM

## CLERK

Date: August 26, 2020  
To: Personnel Committee  
From: Diane Coenen, City Clerk  
Re: Citizen Appointment Process

## RELATES TO THE STRATEGIC PLAN

Strategic Goal – N/A

## BACKGROUND

Alderman Kowieski has requested discussion on the appointment process and terms of Citizen Appointments made by the Mayor and confirmed by Council to the various Commissions/Boards/Authorities. The process is and has been, a citizen contacts the City about their willingness to serve and we request that they fill out an application. As part of the application we ask that they indicate their preference of the committee(s) they wish to serve on and provide relevant information and/or a resume that would be helpful for the Mayor to determine if the fit is good.

The terms of the appointments are designated in our Municipal Code. Our code does not regulate how many committees a person can serve on or number of terms so there may be times, if the fit is good, a citizen serves on more than one committee. Additionally, many of the committees with citizen members do not meet on a regular basis so serving on more than one is not problematic.

## ADDITIONAL ANALYSIS

When an opening occurs, applications on file are given to the Mayor and if there is a fit, the Mayor will meet with the potential candidate to discuss their qualifications and availability. The City Administrator sits in on those meetings as well. If the candidate is a good fit, the Mayor will bring them forward to Council for appointment confirmation. If there is no citizen interest for a particular committee, the Mayor may talk to the Dept Head of the related committee for input, we may advertise on the City website and Face Book page, the Mayor may reach out to citizens that he/she believes may be a good fit, and the Mayor may ask Council for names of individuals they believe would be a good fit.

## FINANCIAL IMPACT

There is no financial impact to the City when appointing individuals as members to a committee because they do not receive pay for their services. Please keep in mind, citizens serve because they want to give back to their community, feel it's their civic duty and have an interest in local government.

## RECOMMENDATION

I am proposing several changes to the application and confirmation process. A new application will be developed with questions that will provide the Mayor and Council more information, it will be a fillable form that will be accessed from our City website and it will be included in the Council packet will be a spreadsheet outlining each Commission/Board/Authority, the current members and term expiration. The application and spreadsheet will be included in the Council packet for every appointment made by the Mayor and will be a helpful tool for Council not only in determining how many committees a citizen serves on but will also provide Council with knowledge of when terms are expiring. Knowing when terms expire will give Council an opportunity to let the Mayor know of a potential new candidate in case the citizen decides not to be reappointed.

As you consider this issue, please keep in mind that if the process to be appointed becomes overly regulated, we may find it more difficult to fill openings. We currently have one vacancy on the Zoning Board of Appeals and Board of Review that we have been unable to fill through our promotion efforts.

#### SUGGESTED MOTION

N/A

**2020 APPOINTMENTS TO****COMMITTEES / BOARDS / COMMISSIONS**

<b>Architectural Commission - Meets 2nd Wednesday each Month @ 5 PM</b>	
<b>Two Yr Terms - Expires</b>	
Chair: Kent Johnson	4/30/22
Jeremy Flint	4/30/22
Kurt Schrang	4/30/21
Paul Schultz	4/30/22
Anne Krogstad	4/30/21

<b>Board of Review - Meets Annually (Initial Mtg in April) to Set Hearing Date/Time</b>	
<b>Five Yr Terms - Expires</b>	
Karen Springob	4/30/23
Leslie Kleba	4/30/23
Mark Gempeler	4/30/21
Richard Schlieve	4/30/25
Vacant	4/30/24
Alt: Bonnie Goodson	4/30/24

<b>Bureau of Economic Development &amp; Tourism Commission</b>	
<b>Meets as needed - TBD</b>	<b>Three Yr Terms - Expires</b>
Rober P. Magnus	4/21/21
John Gresley	4/30/23
Cherie Sonsalla	4/30/23
Lori Boldig	4/30/22
Kendel Beardsley	4/30/23
Hilary DeVries	4/30/21

<b>Community Development Authority (CDA)</b>	
	<b>Three Yr Terms - Expires</b>
Rober P. Magnus	4/30/21
Joe Kozinski	4/30/22
Mary Blaska	4/30/23
David Manke	4/30/22
Bill Moomey	4/30/23
Stephen Carlson, Jr.	4/30/22
Ald. John Zapfel	4/30/21

<b>Elderly Housing Authority (EHA) - Created in 2018</b>	
<b>Meets as needed - TBD</b>	<b>Four Yr Terms - Expires</b>
Rober P. Magnus	4/30/21
Ald. Karen Spiegelberg	4/30/21
Dick Whalen	4/30/24
Mary Blaska	4/30/21
Dean Frederick	4/30/22

<b>Library Board - Meets 2nd Thursday each Month @6 PM</b>	
	<b>Three Yr Terms - Expires</b>
Jared Chapiewsky	4/30/22
Patricia (Lisa) Baudoin	4/30/23
Hollie Schick	4/30/23
Benjamin Nankee	4/30/22
Orlin Foat	4/30/23
Ald. Charles Schellpeper	4/30/21
Sheila Homberg	School District Appointee 4/2023
Kristin Nelson	Waukesha County Appt 7/1/23
Diane Knutson	Waukesha County Appt 7/1/23
Barbara Elwood-Goetsch	Jefferson County Appointee

<b>Park &amp; Recreation Board - Meets 2nd Monday each Month @ 6:30 PM</b>	
<b>Three Yr Terms - Expires</b>	
Pres: Joseph Moroni	4/30/21
Scott Antonneau	4/30/21
Katie Miller	4/30/23
Ald. Matt Mulder	4/30/21
Dan Gotzler	4/30/23
Jimi Hall	4/30/22
Ald. Charles Schellpeper	4/30/21
Lauren Wittnebel	4/30/22

<b>Plan Commission - Meets 2nd Wednesday each Month at 6:30 PM</b>	
<b>Three Yr Terms - Expires</b>	
Chair: David Nold	Mayor
John Gross	4/30/23
Dean Frederick	4/30/22
Steven Ritt	4/30/21
Chad Vande Zande	4/30/23
Kenneth Brotheridge	4/30/21
Ald. Lou Kowieski	4/30/21

<b>Police and Fire Commission-Meets as Needed @ 5 PM</b>	
	<b>Five Yr Terms - Expires</b>
Don Weimer	4/30/21
Mike Barry	4/30/25
Mike Miller	4/30/24
Margie Krauski	4/30/22
Jeff Schmidt	4/30/23
Ald. Charles Schellpeper	4/30/21

<b>Technology Committee - Meets as Needed</b>	
<b>Date / Time TBD</b>	<b>Two Yr Terms - Expires</b>
Ronald Powell	4/30/22
Peter Hoeft	4/30/22
Ryan Bennet	4/30/22
Jill Persick	4/30/22
Ald. Spiegelberg	4/30/21
Ald. Rosek	4/30/21
Ald. Rogers	4/30/21

<b>Western Lakes Fire District</b>	<b>Three Yr Terms - Expires</b>
<b>Fire Board</b>	<b>Fire Commission</b>
Jimi Hall - 4/30/21	Diane Gard - 4/30/22
Jeff Roemer - 4/30/22	Mike Miller - 4/30/21

<b>Zoning Board of Appeals - Meets as Needed</b>	
<b>Date / Time TBD</b>	<b>Two Yr Terms - Expires</b>
Vacant	4/30/20
Kyle Driscoll	4/30/21
Ken Brotheridge-Chairman	4/30/21
Mark Gempeler	4/30/22
Jake Nicholson	4/30/22
1st Alternate - Bonnie Goodson	4/30/21
2nd Alternate - Bob Morgan	4/30/22