

**NOVEMBER 29, 2021 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 5:30 p.m.

Present: Jim Burdick, Sarah Braun (remote) and Candy Davis

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund and Municipal Services Director Howard Moser.

Hegglund confirmed the meeting notice was properly posted on Wednesday, November 24, 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

MINUTES: A Jim Burdick/Sarah Braun motion to approve the November 15, 2021 Personnel Committee meeting minutes with changes passed on a 3/0 roll call vote.

PERSONNEL POLICY MANUAL AMENDMENTS: The Personnel Policy Manual was amended to reflect the newly established PTO accrual and PTO use policy. The amendment to the policy includes a statement to allow the city to request documentation for any request for time off that was not pre-approved. This amendment was made for all PTO eligible employees as well as all employees using accrued sick time.

The Policy Manual also was amended for the changes related to tenure pay. Flanigan stated it may be more difficult to attract employees with experience if they cannot be placed in the wage range based on their prior experience. It was also suggested the policy be amended to allow internally promoted employees be placed in the appropriate place in the wage range based on their experience.

Candy Davis inquired if the committee should consider if a cap on increases for employees who may be eligible for a large increase based on tenure. The Committee would like to see data regarding this.

Jim Burdick stated the section for Tenure Advancement should be amended to say the city will offer potential increases. He felt the current policy would lead an employee to assume the increases are a certainty.

A Jim Burdick/Sarah Braun motion to approve the personnel policy manual amendments for leave time passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to accept the personnel policy manual amendments for tenure advancement with changes passed on a 3/0 roll call vote.

JOB DESCRIPTION FOR CLERK AND TREASURER POSITIONS: The current draft of the job descriptions has the insurance processing responsibilities on the Clerk description. Staff felt those responsibilities should be in the Treasurer's description. Both descriptions will be modified to reflect that change.

A Candy Davis/Jim Burdick motion to accept the job description for City Treasurer with addition of insurance responsibilities passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to accept the job description of City Clerk with removal of accounting qualification and insurance responsibilities passed on a 3/0 roll call vote.

A Jim Burdick/Candy Davis motion to set the Treasurer wage range at \$57,500-\$77,625 with advertising as an hourly wage passed on a 3/0 roll call vote.

A Jim Burdick/Sarah Braun motion to set the City Clerk wage range at \$52,500-\$72,625 passed on a 3/0 roll call vote.

CLOSED SESSION: Candy Davis/Jim Burdick moved to go into closed session pursuant to Wis Stat. 19.85(1)(c) “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” Discuss and consider filling the City Clerk position. The motion passed on a 3/0 roll call vote.

Being no other business before the Committee, a Candy Davis/Jim Burdick motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl
City Administrator