

**FEBRUARY 21, 2022 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 6:00 p.m.

Present: Jim Burdick, and Candy Davis

Excused: Sarah Braun

Others Present: City Administrator Ramona Flanigan,

Flanigan confirmed the meeting notice was properly posted on Friday, February 18, 2022. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

MINUTES: A Jim Burdick/Candy Davis motion to approve the January 13, 2022 Personnel Committee meeting minutes with changes passed on a 2/0 roll call vote.

APPOINT ADMINISTRATIVE ASSISTANT: A Candy Davis/Jim Burdick motion to appoint Maddie Friend to the Administrative Assistant position and set her starting wage at the 1-year step passed on a 2/0 roll call vote.

LIMITED TERM POSITION: Staff would like to hire a limited term employee for the summer months to help with code enforcement, revive Edgerton administration and various grant related projects. The position would be 20 hour per week at \$23 per hour. The estimated cost for this position would be \$6000. Staff will apply for a grant from the WI City Managers Association for \$2,000 to help support this position.

A Jim Burdick/Candy Davis motion to approve the hiring of a limited term intern passed on a 2/0 roll call vote.

PERSONNEL POLICY READOPTION: The Council has adopted amendments to various sections of the personnel policy handbook. While those amendments were being incorporated some “administrative” modifications or clarifications were made which do not alter the policy. With these modification it is recommended the Council adopt the updated version of the policy.

A Candy Davis/Jim Burdick motion to approve the readoption of the Personnel Policy Manual passed on a 2/0 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