

**April 14, 2021 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 1:05 p.m.

Present: Jim Burdick, Candy Davis and Sarah Braun

Others Present: City Administrator Ramona Flanigan

Flanigan confirmed the meeting notice was properly posted on Monday, April 12, 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

CLOSED SESSION: A Candy Davis/Jim Burdick motion to go into closed session 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 hiring of City Hall Administrative Assistant. Motion passed with a 3/0 roll call vote.

OPEN SESSION: A Candy Davis/ Sarah Braun motion to open session. Motion passed with a 3/0 roll call vote.

CONSIDER TAKING ACTION ON HIRING OF CITY HALL ADMINISTRATIVE ASSISTANT:
A Candy Davis/Jim Burdick motion to appoint Shannon Colson for City Hall Administrative Assistant. Motion passed with a 3/0 roll call vote.

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

Ramona Flanigan/wjl
City Adminsitrator

Memo

To: Personnel Committee
From: Staff
Date: 5/21/2021
Re: May 24, 2021 Meeting

Part time police patrol position: The Personnel Policy Manual requires the Council approve the creation of new positions. The Chief is requesting to hire a part-time patrol officer. The City has not had a part-time police patrol officer for several years.

The reasons for the request are:

- The Commission expressed interest in hiring this candidate during the last interview process but decided to offer the position to another candidate. The last interview process had a very limited number of candidates so the Commission has a heightened interest in attracting good candidates in a limited field.
- Having the candidate employed as a part-time officer would improve the chances of being able to hire the candidate when an anticipated vacancy occurs early next year.
- If the part-time employee were hired to fill a full-time vacancy, the training period would be shorter thus potentially saving costs.
- The department and the candidate would be able to assess compatibility.
- The candidate would benefit by having access to the police academy and, as an employee of a department, the state would reimburse the candidate for the cost of the academy.
- Overall, it is anticipated that having the part-time officer will increase costs in the short term but in some cases having the part-time officer may reduce overtime costs.

Provisions of the union contract applying to the part-time patrol are:

- No benefits (WRS rules would require retirement benefits if the employee exceed 1,200 hours in a year. The employee would not work that many hours.)
- Part-time employees can take posted OT (shift vacancy) only after the OT has been offered to full time employees.
- Part-time officers are eligible for the first 4 steps of the contract pay scale. This employee would start at the start wage.