

**OCTOBER 2, 2023 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 6:16 p.m.

Present: Jim Burdick, Candy Davis, and Tim Shaw.

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, Municipal Services Director Howard Moser and citizens.

Loveland confirmed the meeting agenda was properly posted on Friday, September 29, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Tim Shaw/Jim Burdick motion to approve the September 19, 2023 Personnel Committee meeting minutes passed, all voted in favor.

Chairperson Davis reordered the agenda by moving item 5 (appointment of City Treasurer) before item 4 (City Hall staffing).

APPOINTMENT OF CITY TREASURER: The City Treasurer position is vacant upon the resignation of the previous Treasurer. The open position was posted internally for five days and current Administrative Assistant Maddie Deegan indicated that she was interested in taking the position.

A Candy Davis/Tim Shaw motion to appoint Maddie Deegan to the City Treasurer position passed on a 3/0 roll call vote.

DISCUSS CITY HALL STAFFING: Based on the assumption the Council approves the promotion of an Administrative Assistant to the Treasurer position, the draft budget includes a 20 hour per week Administrative Assistant position. City Hall staff is not recommending the Administrative Assistant position be filled because the staff feels the required work can be completed by reorganizing roles. During peak customer service times such as elections, staff hopes to utilize "temporary" employees like election workers. If the staff determines an additional Administrative Assistant is needed, they will seek Committee approval to fill the position.

CONSIDER PERSONNEL POLICY REGARDING RETIREE HEALTH INSURANCE BANK RESIDUAL PAYOUT: The current policy states, "Once a retiree elects and begins receiving paid health insurance premiums, he/she is not allowed to change any remaining balance to a cash payout." Staff recommends the following language be added to the end of this section, "except for a cash payout of the balance that is less than a monthly premium payment."

A Tim Shaw/Jim Burdick motion to approve the amendment to the personnel policy regarding retiree health insurance bank residual payout passed on a 3/0 roll call vote.

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

Ramona Flanigan/mjd
City Administrator