

**CITY OF EDGERTON
CITY HALL
12 ALBION STREET
PERSONNEL COMMITTEE**
Monday, February 21, 2022 at 6:00 p.m.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Friday, February 18, 2022.
3. Consider January 13, 2022 minutes.
4. Consider appoint of administrative assistant.
5. Consider limited term intern position.
6. Consider personnel policy readoption.
7. Adjourn.

cc: Mayor
Department Heads

All Council Members
Newspapers

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

**JANUARY 13, 2022 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 3:45 p.m.

Present: Jim Burdick, and Candy Davis

Excused: Sarah Braun

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

Flanigan confirmed the meeting notice was properly posted on Tuesday, January 11, 2022. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

MINUTES: A Jim Burdick/Candy Davis motion to approve the December 29, 2021 Personnel Committee meeting minutes with changes passed on a 2/0 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 candidates for City Treasurer. The motion 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

Memo

To: Personnel Committee

From: Staff

Date: 2/18/2022

Re: Feb 21, 2022 Meeting

Appointment of Administrative Assistant: Following two interviews and a written exercise, staff recommends the Committee appoint Maddie Friend to fill the vacant administrative assistant position. Staff further recommends Maddie start at the one-year step in recognition of her applicable experience.

Consider limited term intern position: In an effort to support community development efforts such as code enforcement, revive Edgerton administration and various grant related projects, staff would like to hire a limited term employee for the summer months. The position would be for 3 months at 20 hours per week at \$23 per hour. The estimated cost for the position is \$6,000. Staff will apply for a grant from the WI City Managers Assosiation for \$2000 to support the intern position. Funding could come from the available wages of the vacant administrative assistant position.

Personnel Policy Readoption: Please recall the Council adopted amendments to various sections of the personnel policy (PTO, tenure pay, comp time, etc). The attached final document clarifies that accrued PTO leave is paid out upon employee separation. When incorporating the approved changes into the document, some "administrative" modifications or clarifications that do not alter policy were made. Staff recommends the Council adopt the updated version of the policy.