

**SEPTEMBER 22, 2021 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 4:00 p.m.

Present: Jim Burdick, and Candy Davis

Excused: Sarah Braun

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund, Municipal Services Director Howard Moser, Police Chief Robert Kowalski, Library Director Kirsten Almo, and a number of city employees.

Hegglund confirmed the meeting notice was properly posted on Tuesday, September 21, 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

WAGE STUDY: Staff prepared an analysis of the cost to bring all employees that are less than 25% of the wage range up to that threshold. The estimated cost to the city is \$38,814. For all part time employees, actual hours worked opposed to calendar years of employment is recommended (to calculate years of service).

A Candy Davis/Jim Burdick motion to confirm using years of service calculation using actual hours worked with 2,080 hours considered a full year, passed on a 2/0 roll call vote.

A Candy Davis/Jim Burdick motion to increase wages for all positions using 25% of wage range for all employees with 10-years or more of service passed on a 2/0 roll call vote.

Candy Davis stated she would like to continue discussion on longevity for employees. The Committee stated they would like to set aside funding from the vacant Utility Director position and TIF to implement longevity (10-25 years) at a later date.

HEALTH INSURANCE FOR 2022: Health insurance costs decreased. This will result in a decrease in cost for the city of approximately \$4,500. That is assuming no one will change their plan. This cost also does not include the WPPA union employees.

Candy Davis suggested changing the employee contribution for health insurance to a percentage instead of a flat rate. Currently each employee pays a flat rate that equates to 7.3% of the premium.

A Candy Davis/Jim Burdick motion to approve changing the personnel policy to convert health insurance contribution from a flat rate to a percentage rate using the same percentage of 7.3% passed on a 2/0 roll call vote.

DENTAL INSURANCE FOR 2022: A Candy Davis/Jim Burdick motion to make no changes to the dental insurance premiums passed on a 2/0 roll call vote.

WAGE ADJUSTMENTS FOR 2022: Across the board increased are based on COLA, increases given to represented employees, and the financial position of the City. COLA will not be announced until October. Estimates are 5-6%. Flanigan gave some history of increases given in past. The levy limit law

allows for an increase in the operating levy for new growth only. The City's maximum operating levy increase will be 0.73% or \$10,154. WPPA represented staff is currently in negotiations. Every 1% increase in wages for all non-represented staff results in \$11,675 increase to the budget.

A Jim Burdick/Candy Davis motion to recommend to Council a 2% cost of living increase after wage range adjustments passed on a 2/0 roll call vote.

VACATION AND COMP TIME POLICY: In past meetings the Committee discussed a Paid Time Off (PTO) plan for employees hired after December 2011. This would give employees the flexibility to use their earned time off for any reason. The PTO would include the 12 days of annual sick leave, 4 personal days and any earned vacation days. The policy would also allow employees to bank up to 12 days at the end of the year to convert for health insurance premiums at retirement or FMLA qualified leave.

A Candy Davis/Jim Burdick motion to move to a paid time off (PTO) policy for a maximum of 31-days PTO for those hired after December 2011, not including library staff, passed on a 2/0 roll call vote.

Currently the city does not have a comp time policy for non-represented staff. Comp time gives the employees an option of a payout or time off and may reduce costs for the City. With this policy employees would be able to take "overtime" or "comp" time hours as time off rather than pay. One hour worked would equal one hour of time off. The policy would put a cap on the number of hours that could be accumulated in a calendar year and the hours would need to be used by the end of that year.

Hegglund suggested setting a policy regarding paying any comp time banked. The policy would have to state if employees would be allowed to request a payout at any time.

A Jim Burdick/Candy Davis motion to approve a comp time policy, hour per hour time off with a maximum of 40 rolling accumulated hours with approval similar to vacation, and if not used, a pay out at the end of the year at time and a half 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