

**JANUARY 11, 2021 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

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

Present: Jim Burdick, Candy Davis and Sarah Braun (remote)

Others Present: City Administrator Ramona Flanigan, Municipal Services Director Howard Moser and Mayor Christopher Lund.

Flanigan confirmed the meeting notice was properly posted on Friday, January 8, 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

APPROVE MINUTES: A Burdick/Braun motion to approve the November 30, 2020 Personnel Committee minutes passed on a 3/0 roll call vote.

CROSS CONNECTION POSITION: The DNR is requiring the water utility conduct cross connection inspection in all residential homes. While doing these inspections, the water lateral will also be inspected for lead in anticipation of a lead lateral replacement grant the city may receive. These inspections are very time consuming and difficult to complete during regular business hours. Staff recommends hiring a temporary person to conduct these inspections after hours. This will allow inspections to be completed outside of regular business hours when most homeowners are home.

The estimated cost of this position based on 40 hours per week for 3 months at a wage of \$15 per hour is \$7,750. Funding for this position would come from the funds available from the retirement of the Utility Director.

A Davis/Braun motion to approve a cross connection limited term position using the amended job description at a wage of \$15 per hour passed on a 3/0 roll call vote.

CDL LICENSING BENEFIT: The city currently requires all Public Works and Utility employees to possess a Class B CDL license. This license costs \$40 more than a regular driver license. Staff feels the city should cover the difference between the two licenses. The average annual cost to the city would be \$55.

A Burdick/Braun motion to amend the personnel policy to pay for the difference in the cost of a CDL license and a regular license passed on a 3/0 roll call vote.

Being no other business before the Committee, a Braun/Davis motion to adjourn passed on a 2/1 roll call vote. Jim Burdick voted against the motion.

Ramona Flanigan/wjl
City Administrator