

**CITY OF EDGERTON
CITY HALL
12 ALBION STREET
PERSONNEL COMMITTEE**

Monday, October 2, 2023 at 6:15 pm

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll call
2. Confirmation of Meeting Notice posted Friday, September 29, 2023.
3. Consider September 19, 2023 Personnel Committee minutes.
4. Discuss and consider City Hall staffing.
5. Discuss and consider appointment of City Treasurer.
6. Discuss and consider Personal Policy regarding retiree health insurance bank residual payout.
7. Staff Reports
8. 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: (608) 884-3341.

**SEPTEMBER 19, 2023 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

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

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

Others Present: City Administrator Ramona Flanigan.

Flanigan confirmed the meeting agenda was properly posted on Monday, September 18, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Tim Shaw/Jim Burdick motion to approve the August 21, 2023 Personnel Committee meeting minutes passed, all voted in favor.

DISCUSS AND CONSIDER HEALTH INSURANCE FOR 2024:

The City is currently enrolled in the state health insurance (ETF) low deductible plan. ETF prohibits cities from paying more than 88% of the average premium of HMOs operating in the county. The 88% rule will apply this year which will result in non-represented employees paying 12% of the lowest cost premium. This increase equates to \$0.58 per hour in wages.

A Tim Shaw/Jim Burdick motion to recommend to council a \$0.58 per hour increase to help with the increase in cost of health insurance, passed on a 3/0 roll call vote.

DISCUSS AND CONSIDER DENTAL INSURANCE FOR 2024:

Currently the City has dental insurance through Delta Dental. In 2024 there will be a 2% increase in premiums. The city currently pays 100% of the premium.

A Candy Davis/Tim Shaw motion to maintain the dental insurance for 2024 passed on a 3/0 roll call vote.

DISCUSS AND CONSIDER ACROSS THE BOARD WAGE ADJUSTMENTS FOR 2024:

The personnel policy states that the across the board increases is based on: COLA increases; increases given to represented employees; and the financial position of the City. COLA is estimated to be 3.2% and the consumer price index is 3.7%.

A Tim Shaw/Jim Burdick motion to recommend to council a 3.2% across the board wage increase.

DISCUSS AND CONSIDER STAFF RETENTION EFFORTS:

Department heads received staff's input on what was most important to them in regards to staff retention. Many of the ideas did not have an impact on the budget but do have operational impacts.

The non budgetary items will be discussed at a future personnel committee meeting.

Being no other business before the Committee, a Tim Shaw/Candy Davis motion to adjourn passed on 3/0 roll call vote.

Ramona Flanigan/Ino
City Administrator

Memo

To: Personnel Committee
From: Staff
Date: 9/28/2023
Re: October 2, 2023 Meeting

City Treasurer: The City Treasurer position is now vacant upon the resignation of the previous Treasurer. In accordance with the Personnel Policy, the open position was posted for five days internally. Current administrative assistant Maddie Deegan signed the posting indicating her interest in taking the position.

Maddie has been with City for 18 months and has successfully performed various accounting functions. Maddie has also completed one year of the UW Green Bay's Treasurer training. In a previous position with Edgewood College, Maddie held various accounting related positions. The City Administrator recommends Maddie's promotion to the Treasurer position.

The Personnel Policy requires the Personnel Committee make the selection of salaried employees and that the Council approve the appointment.

Administrative Assistant Position: Based on the assumption the Council approves the promotion of an administrative assistant to the Treasurer position, the draft 2024 budget includes a 20 hour per week administrative assistant position. These staffing changes results in an estimate \$37,000 savings in 2024 compared to what the 2024 budget would have been under the previous staffing level.

At this point, City Hall staff is not recommending the administrative assistant position be filled because, under an average workload, staff feels the current staff can complete the required work. During peak customer service times such as utility bill due dates and elections, staff hopes to utilize "temporary" employees. For example, prior to an election, election workers may be brought in during office hours for absentee voting thus allowing regular staff to carry out normal functions. Additional technology upgrades, the creation of time saving tools, and outsourcing the website maintenance will also free up staff time. If, after trying operations with reduced staff, it is determined that the half-time administrative assistant is needed, staff will seek Committee approval to fill the position.

Personnel Policy Manual Amendment regarding retiree health insurance bank residual payout: At retirement, employees are allowed to apply the value of a portion of their accumulated sick leave to health insurance or to take a cash payout. For employees who elect to have their benefit used to pay for health insurance, the Personnel Policy prohibits the employee from switching to a cash payout. The 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.**"