

**CITY OF EDGERTON
CITY HALL
12 ALBION STREET
PERSONNEL COMMITTEE**
Monday, October 17, 2022 at 6:30 p.m.

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, October 14, 2022.
3. Consider September 22, 2022 minutes.
4. Consider promotion for DPW Working Foreman Position.
5. Consider Personnel Policy Manual amendment regarding travel reimbursement and gratuities.
6. Adjourn.

cc: Mayor All Council Members
Department Heads 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

**SEPTEMBER 22, 2022 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 4:01 p.m.

Present: Jim Burdick and Candy Davis

Excused: Sarah Braun

Others Present: City Administrator Ramona Flanigan, Municipal Services Director Howard Moser, Library Director Kirsten Almo, and Police Chief Robert Kowalski.

ELECT CHAIR: A Burdick/Davis nomination to elect Candy Davis to committee chair passed on a 2/0 roll call vote.

MINUTES: A Jim Burdick/Candy Davis motion to approve the April 14, 2022 Personnel Committee meeting minutes passed on a 2/0 roll call vote.

DISCUSS AND CONSIDER HEALTH INSURANCE FOR 2023: Health insurance is increasing in 2023. Employee Trust Funds rules prohibit cities from paying for more than 88% of the average premium. This rule didn't impact our premiums until this year. This will result in non-represented employees paying 7.6% of the lowest cost premium instead of 7% that is dictated in the personnel policy.

The estimated increase to the city for health insurance is \$44,471.17. However, \$36,369 is a one-time cost for retired employees who converted their sick leave to health insurance. The 2024 budget will not include these costs.

A Burdick/Davis motion to continue the current city's health insurance for 2023 passed on a 2/0 roll call vote.

DISCUSS AND CONSIDER DENTAL INSURANCE FOR 2023: Currently the City has dental insurance through Delta Dental. In 2023 there will be a 2% increase in premiums. The city currently pays 100% of the premium.

A Davis/Burdick motion to maintain the dental insurance for 2023 passed on a 2/0 roll call vote.

DISCUSS AND CONSIDER ACROSS THE BOARD WAGE ADJUSTMENTS FOR 2023: 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 8-10% and the consumer price index is 7.7%. Represented employees will receive the higher of either a 2% wage increase or the increase given to non-represented employees in 2023.

The maximum operating levy increase will be \$15,734 if the Fire District's budget complies with the CPI+2%. Last year, non-represented employees received a cost-of-living wage increase of 2%, the city implemented the tenure pay, and increased wage schedule. Every 1% increase in wages for all non-represented employees results in an \$11,840 increase to the budget. The money set aside for tenure pay in

2022 was \$61,922 and, based on estimated wage adjustments and current staffing, there is \$42,600 available from these funds.

A Davis/Burdick motion to recommend a 4% across the board wage increase for 2023 to Council passed on a 2/0 roll call vote.

CONSIDER DPW WORKING FORMAN POSITION:

A Davis/Burdick motion to move forward with filling the vacant DPW working foreman position passed on a 2/0 roll call vote.

CONSIDER STEP INCREASE THRESHOLD POLICY: The current policy related to when wage step increases are reached is based on 2,080 hours worked by an employee before advancing to the next wage step.

This is a disadvantage to part time employees who have similar job responsibilities when compared to employees that are full-time. This is especially evident with library employees who work on a very part-time basis. A change to this policy would impact all library staff and five other non-library employees.

Library Director Kirsten Almo stated that the new wage scale has made library employees' wages to be more competitive with other libraries but now most of the staff will be moving through the scale very slowly due to not being full-time. Almo stated that the cost increase if the policy was changed to have employees receive an increase on their one-year anniversary would be approximately \$6,000 a year. The library has cut back on the number of full-time equivalent employees which will help off set the additional cost if the policy was to change.

A Burdick/Davis motion to have step wage increases be the earlier of either every 2080 hours or 24 months from the last step increase 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/Ino
City Administrator

Memo

To: Personnel Committee
From: Staff
Date: 10/12/2022
Re: October 17, 2022 Meeting

DPW Working Foreman: Please recall the City previously approved the creation of a DPW working foreman position. The Municipal Services Director posted the position; had one person sign for the job; and is requesting approval to promote Curt Gilbertson to the position. Promotions require Committee approval.

Travel reimbursements and gratuities: Below is a summary of the proposed changes to the policy manual:

- Increase meal reimbursement to \$10 for breakfast and \$15 per lunch with a total daily cap of \$45.
- Restrict city reimbursement of gratuity to gratuities paid for meals.

5.6 Travel Reimbursement

The City is willing to reimburse employees for legitimate expenses occurred related to City business as required in the performance of assigned job responsibilities.

Covered Expenses

Transportation – Employees who drive to their business destination are reimbursed at the maximum rate per mile currently allowed under federal law, plus parking and tolls.

Lodging – Employees are reimbursed for hotel room rates and all applicable taxes. Employees are expected to exercise judgment in selecting a hotel that is convenient, but not extravagant. The City does not pay for in-room movies or use of a hotel fitness facility. The City will cover the cost of one five-minute call home for each day of travel.

Meals – Employees are allowed ~~\$35~~ \$45 a day for meals, including gratuities, and excluding alcoholic beverages. The allowance is reduced on days of travel to and from the destination when the employee is not away from home at mealtime as follows: ~~\$5~~ \$10.00 for breakfast expense, ~~\$10~~ \$15.00 for lunch expense, and \$20 for dinner expense.

Gratuities for anything other than meals will be at the employee's expense.

Out-of-state Travel – Employee must receive approval to travel out-of-state prior to making travel arrangements. The City Administrator will sign off on estimated travel costs.