

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

Monday, December 18, 2023 at 5:45 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, December 15, 2023.
3. Consider October 23, 2023 Personnel Committee minutes.
4. Consider appointment of Lead Wastewater Operator.
5. Consider wage scale adjustments for Lead Operators.
6. Consider Personnel Policy amendment regarding pay practice for promoted employees.
7. Consider reorganization of police management positions.
8. Consider wage ranges for police management positions.
9. Consider adoption of the job descriptions for police management positions.
10. 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.

**OCTOBER 23, 2023 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 5:15 p.m.

Present: Candy Davis, and Tim Shaw.

Not Present: Jim Burdick

Others Present: City Administrator Ramona Flanigan, Police Chief Robert Kowalski, and Mayor Christopher Lund.

Flanigan confirmed the meeting agenda was properly posted on Friday, October 20, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Tim Shaw/Candy Davis motion to approve the October 2, 2023 Personnel Committee meeting minutes passed, all voted in favor.

Davis/Shaw motion to go into closed session pursuant to Wis Stat. 19.85(1)(d): "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session". Consider WPPA union contract, passed on a 2/0 roll call vote.

Being no other business before the Committee, a Tim Shaw/Candy Davis motion to adjourn passed, all voted in favor.

Ramona Flanigan/Ino
City Administrator

Memo

To: Personnel Committee
From: Staff
Date: 12/14/2023
Re: December 18, 2023 Meeting

Appointment of Lead Wastewater Operator: Jim Reilly, the current Wastewater Lead Operator, will be retiring in January. The position was posted internally and Wastewater Operator Zach Nelson signed for the position. Zach has worked at the WWTP for his nine years with the city and carries all the DNR certifications to serve as Lead Operator. Both the Municipal Services Director and the City Administrator recommend Zach be promoted to the Lead Operator position. If this appointment is approved, staff will post the vacant Operator position.

Wage range adjustments for lead operators: In an effort to provide a greater difference between operators and lead operators in the DPW and Utilities Departments, staff recommends we raise the bottom of the wage range for lead operators from \$55,493 to \$60,000. This change would increase the difference between the starting wage of an operator and the lead operator from \$1.58/ hour to \$3.75/hour. The attached proposed wage schedule compares the current wage rates to the proposed wage rates of the three lead operator positions. The change is recommended to encourage operators to apply for the lead operator positions and also to attract lead operators if the city seeks to hire externally. The estimated budgetary impact for each of the three funds impacted (General, Water and Sewer funds) is as follows: an increase of \$1,900 for water; less than a \$100 increase for the general fund; and an increase of \$2,300 for sewer. Please note the estimated \$8,900 net decrease in sewer cost for 2024 due to the retirement.

Promotion pay policy: Staff recommends a policy be adopted that provides a minimum of a 4% wage increase for internal candidates being promoted to a higher position. Without this policy, in some instances, an internal candidate seeking a promotion might have to take a wage decrease or have no wage increase in the higher position.

6.2 Recruitment and Hiring Procedures

- 1. Promotions** – Employees in a lower level position may be considered based on their performance history, education/training, and ability to carry out similar duties/responsibilities. The decision to consider a current employee for promotion to fill a vacant position is that of the individual responsible for the recruitment. Final approval for promotional decisions must be agreed to by the City Administrator and approved by the Committee. Hourly employees promoted to an hourly position will receive a minimum of a 4% wage increase. Wages for employees being promoted to a salaried position will be established as part of the promotion process.

Deputy Police Chief: The Chief of Police is recommending the management positions in the department be reorganized. The current organization is a Chief and two Lieutenants. The Chief proposes to modify this to a Chief, a Deputy Chief, and one Lieutenant. If approved, the Chief would recommend one of the current Lieutenants to the Deputy Chief position, thus not increasing the total number of officers. The modification is being recommended for the reasons outlined in the attached memo prepared by the Chief.

The attached wage schedule establishes the pay ranges for the Deputy Chief and modifies the Lieutenant's wage schedule. The current Lieutenant's wage schedule has a step increase in each of the first three years. The proposed wage schedule would follow the pay plan for other positions by providing step increases in each of the first 10 years and then every 5 years thereafter. If approved, the budget implications for 2024 would be an increase of \$3,545.

Position (* indicates salaried positions)	2024 Wage Range		0	1	2	3	4	5	6	7	8	9	10	15	20	25
	Low	High	0.0%	2.5%	5.0%	7.5%	10.0%	12.5%	15.0%	17.5%	20.0%	22.5%	25.0%	43.3%	61.7%	80.0%
DPW																
Proposed Lead Operator	\$ 60,000	\$ 72,735	28.85	29.00	29.15	29.31	29.46	29.61	29.76	29.92	30.07	30.22	30.38	31.50	32.62	33.74
Current Lead Operator	\$ 55,493	\$ 72,735	26.68	26.89	27.09	27.30	27.51	27.72	27.92	28.13	28.34	28.54	28.75	30.27	31.79	33.31
Operator	\$ 52,205	\$ 67,505	25.10	25.28	25.47	25.65	25.83	26.02	26.20	26.39	26.57	26.75	26.94	28.29	29.63	30.98

DEPUTY CHIEF POSITION

The Edgerton Police Department is a para-military organization as are other departments. Our department has not had a progression of rank since I was appointed the Chief of Police. The creation of a Deputy Chief gives the department the direct line of leadership that such an organization requires. This position will also serve as succession in case the Chief is unavailable.

A Deputy Chief would now be the second highest position in the chain-of-command. The responsibilities and focus of a Deputy Chief will definitely be operational as well as administrative. More importantly the Deputy Chief will assume the duties of the Chief of Police in a case of his or her absence. Before this position was created there was no set direction for this transition.

The Deputy Chief position will be expected to exercise considerable accountability and responsibility. The Deputy Chief will be directly responsible for supervising the Lieutenant and provide direct supervision and oversight of the day-to-day functions of the organization.

The Deputy Chief will report to the Chief of Police and also has responsibility for performing general and specialized law enforcement duties and administrative work in the coordination, planning, review, and supervision of the activities in the department.

The Deputy Chief will have more responsibility with assisting in developing and managing the department budget, leading in the investigating complaints from citizens concerning department policies or officer conduct, problem-solving with staff on various issues and activities, receiving the coaching and mentoring by the Chief of Police and performing the duties as directed by the Chief. The Deputy Chief will be expected to develop and implement short- and long-term goals, objectives, policies, and procedures for the department.

The Deputy Chief will continue to oversee the daily operations of the agency, including patrol, investigations, traffic, and support services

He/She will serve as the second in command and assist the Chief in planning and coordinating special events requiring police assistance.

The Deputy Chief will be the Police Departments Representative during a response to a major incidents and natural disasters, coordinating the department's response with other agencies.

Lastly, the Deputy Chief will be afforded the opportunity to attend a major law enforcement leadership class. This will prepare him/her to assume the role of Chief if ever the situation calls for such a change.

JOB DESCRIPTION POLICE CHIEF

DEPARTMENT: Police Department

CLASSIFICATION: Exempt

REPORTS TO: City Administrator/
Police Commission

REVISION DATE: December 13, 2023

GENERAL NATURE OF POSITION

This is a full-time skilled, certified position serving as Chief Executive Officer of the Police Department having direct control and management of all members of the department in the lawful exercise of their duties, subject to the provisions of law and/or City ordinances, and subject to such other orders as may be issued by the Mayor, City Administrator or Common Council as provided by law.

ESSENTIAL JOB RESPONSIBILITIES:

- Attend professional meetings, seminars and conferences to keep informed of current developments and submit recommendations to improve police operations.
- Review, develop and implement policies, procedures, rules and regulations in order to provide for effective operations and to comply with applicable State and Federal law and regulations and provides for periodic review and update of same.
- Reviews daily operations to determine overall effectiveness of the Police Dept., identify areas requiring improvement and make changes as needed.
- Develops and maintains cooperative relationships with federal, state and other local agencies.
- Performs various personnel functions, such as, but not limited to: recruitment and selection of applicants for positions in conjunction with the Police Commission; and recommends discipline for employees to the Police Commission.
- Evaluates employee performance and annually reports to the City.
- Assist City Administrator in labor contract negotiations through information and advice.
- Provide information for and attend City Council and Public Safety Committee meetings and other meetings of the governing body as requested.
- Provide advice and staff support to the Mayor, City Administrator, and Common Council.
- Coordinate with the Police Commission development of an eligibility list and keep the Commission informed of disciplinary matters under their jurisdiction.
- Responds to public inquires and complaints regarding police practices and actions, insures that proper follow up promptly occurs.
- Serves as liaison with other emergency services providers.
- Supervises department staff directly and through subordinates including assignments and reviewing work and reports prepared by subordinates, establishing priorities, hiring, promoting, training, making job assignments, evaluating performance and imposing discipline in accordance with state, city and department policies and procedures. \
- Serves as the main point of contact for all Special Events.

- Responsible for the collection of fines, penalties, and charge and for the deposit of such funds with the office at City Hall.
- Responsible for accurate and complete records of all revenue, complaints, arrests, traffic violations, convictions and the disposition of each case handled by the department.
- Responsible for keeping a record of the accomplishments and performance of each officer.
- Responsible for custody, care and control of the property and equipment of the Police Dept.
- Shall conduct periodic surveys of such property, evidence inventory, and equipment, arrange for the salvaging of discarded or impaired items, and submit recommendations as to future needs.
- Responsible for the annual preparation of the department budget coordinating with the City Administrator.
- Attends major incidents and, if necessary, directs activities.
- Identifies the operating and capital needs of the department along with the rationale. For those needs.
- Review and approve budget expenditures as per city ordinances.
- Actively manage the department budget throughout the year.
- Provide for and/or prepare and deliver public presentations.
- Participate in community service programs maintaining positive community relations.
- Oversee the community service program for the City, utilizing volunteers.
- Coordinate media relations for department and serves as the Public Information Officer.
- Serves as the Emergency Management Director.
- Perform other duties as assigned by the Administrator.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

Full time supervisory/management experience in a comparable agency. Minimum of an Associate's Degree; a Bachelor's Degree in Criminal Justice, Police Science, Public Administration or a closely related field is preferred. Wisconsin Law Enforcement Standards Board Certification. US Citizen. Ability to perform all law enforcement functions. Good driving record. No felony convictions.

SKILLS AND ABILITIES:

- Able to develop and maintain comprehensive and contemporary policies, procedures, rules, and regulations.
- Able to maintain and improve employee performance and compliance with policies, rules, and regulations through counseling and coaching
- Able to effectively handle disciplinary matters.
- Able to develop employees to their maximum physical, mental, and job performance potential through training and career development.
- Able to react quickly and effectively in stressful situations.
- Able to use all standard law enforcement equipment.
- Able to direct and/or conduct investigations.
- Demonstrated skill in written and oral communications, both internal and external.
- Able to be a visible, accessible community leader.
- Able to effectively cooperate with local, regional, and state organizations and agencies.
- Able to create and administer budgets.

- Skills in the use of computers and standard computer software.
- Able to perform patrol functions.
- Ability to comprehend, retain, and apply the City's rules and procedure manuals, including any pertinent Federal, State, or local laws.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hand to finger, handle, or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee occasionally lifts and / or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to life-threatening situations and harsh weather conditions.
- Periodic examinations for vision and color perception may be required for employees whose job responsibilities include the operation of equipment or motor vehicles or health, life and safety responsibilities

WORK SCHEDULE:

Office hours for this position are 6:30 AM- 3:30 PM with some evening and weekend work required. Respond to emergencies outside of these hours as necessary.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the City of Edgerton.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Edgerton, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**JOB DESCRIPTION
DEPUTY CHIEF**

DEPARTMENT: Police

CLASSIFICATION: Exempt

REPORTS TO: Chief of Police

REVISION DATE: December 8, 2023

GENERAL NATURE OF POSITION

Deputy Police Chief serves as second in command of the Edgerton Police Department directing all Officers in the prevention of crime, solving criminal cases, apprehension of criminals, reviewing completed reports in timely manner, directing traffic enforcement where needed, responsible for specific daily operations and services of the Department. Assist the Chief with long range plan and budget preparation. Acts as the primary personnel officer for the Department on disciplinary issues. Serves as senior member of the Department's management team. Directs all activities of the Department in the absence of the Chief.

SUPERVISORY RELATIONSHIP: Reports to the Police Chief. Supervises assigned management staff and through them assigned personnel. Works under the United States Constitution and various federal and State regulations, local and agency agreements, as well as the City's municipal code, policies, and procedures and labor agreements.

DEPUTY CHIEF

- Assume command of the Police Department in the absence of the Chief of Police.
- Oversee law enforcement operations. Assists with managing staff and programs. Provides technical and administrative direction while addressing assigned issues and problems. Manages personnel issues with daily monitoring of the department activities identifying action and solutions coordinating any similar issues the Lieutenant might be assigned.
- Critical member of the emergency management team coordinating the operational aspect of a major incident.
- Under general direction of the Chief, assists with the departmental budget, monitors expenditures, including purchasing of equipment and supplies.
- Serves as an assistant to the Chief on department projects for major police programs or project initiatives. Develops plans, assigns personnel and other resources, facilitates teamwork and will report regularly to Chief and other City or agency officials. Will take necessary steps to accomplish assignments delegated by the Chief efficiently and effectively.
- Responsible for scheduling 24/7/365, overtime, time off requests, special events for the city of Edgerton especially as it relates to past practices and safety of officer and community while keeping a budget in mind.
- Assists in the hiring process for new officers.

- Handles internal complex, intricate, and sensitive investigations.
- Serves as a direct liaison for outside law enforcement partners, being the main point of contact for most all entities.
- Investigates citizen complaints and assist with resolving conflicts or misunderstandings with the public.

QUALIFICATION / EDUCATION REQUIREMENTS:

- High school diploma.
- 60 college credits / Associate's degree
- Graduation from an accredited law enforcement academy
- Eligibility for Wisconsin Law Enforcement Standards Board Certification.
- Internal candidates will have had to successfully complete their probationary period on the Edgerton Police Department.
- No domestic abuse convictions.
- No felony convictions.
- Military experience will also be taken into consideration on the selection process.
- The candidate shall possess five (5) years of full-time responsible experience in law enforcement.

SKILLS AND ABILITIES:

- This position requires a high-level of technical and professional competency with a proven and verifiable track record of success.
- The candidate is preferred to have advanced training in leadership and criminal investigations or its equivalent.
- Ability to handle several tasks simultaneously
- Ability to possess a firearm
- Ability to use all standard law enforcement equipment
- Able to work evenings, weekends, and holidays when necessary.
- Possess a valid Wisconsin driver's license
- Knowledge and skills in operating computer systems

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Have sufficient, strength, stamina and ability to perform normal physical functions of a police officer under periods of stress, strenuous and or hazardous police related situations.
- Appropriate dexterity to run, crawl, crouch, stoop, bend, stretch, walk in order to perform physical aspects of law enforcement.
- Strength sufficient to pull, lift or carry and individual as necessary and to defend from aggression and or physical attacks.

WORK SCHEDULE:

- This position is located at the Edgerton Police Department with a 5 days on / 2 days off and 5 days on / 3 days off shift schedule. The shift to be determined upon seniority.

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**JOB DESCRIPTION
LIEUTENANT**

DEPARTMENT: Police

CLASSIFICATION: Exempt

REPORTS TO: Chief or
Deputy Chief of Police

REVISION DATE: December 8th, 2023

GENERAL NATURE OF POSITION:

Supervise the day to day operation of the Police Department on core objectives, community policing and with other government entities both within and outside the City of Edgerton. Supervise and maintain record of department. Ensure the employees are trained within the ever changing environment of this profession in accordance of the policies and procedures. Act as a liaison between community, other agencies and all those who work with a police department to ensure transparency, resolve conflict if necessary, interpret and reviews policy, review new policy or change all while working within the core objects of the Department.

SUPERVISORY RELATIONSHIP: Reports collaboratively to the Chief and/or Deputy Police Chief. Supervises assigned staff and personnel. Works under the United States Constitution and federal, state and agency agreements, as well as the City's municipal code, policies, and procedures and labor agreements.

ESSENTIAL JOB RESPONSIBILITIES:

- Drafts and posts memos of importance and direction, must be able to interpret the goal/mission and objectives of Department daily and be able to implement change through leadership and communication.
- Assist in reviewing reports and calls for service daily, quality control: ensure paperwork meets standards, gets to where it has to go and in a timely fashion. Provide direction when and if needed and assist with more complicated events.
- Assist in the implementation of change and create new policy if needed, research modern trends, implement/teach/explain.
- Critical member of the emergency management team coordinating the administrative aspect of the incident.
- Critical member of the hiring process for new officers.
- Assists the assigned Officer with the internship, ride along and scholarship programs created and review records as needed.
- Maintains or supervise records for vehicle maintenance, training supplies, office supplies,
- Handles external complex, intricate, and sensitive investigations.
- Direct liaison for 2nd shift outside partners as the departments point of contact.
- Handle internal complaints and violations of policy/procedure as well as assisting with citizen complaints.
- Assist with the coordination of special events which take place in the city.
- Serves as direct report for the SRO.

- Serves as the department Training coordinator.
- Serves as the Assistant Accreditation Manager

QUALIFICATION / EDUCATION REQUIREMENTS:

- High school diploma.
- 60 college credits / Associate's degree.
- Graduation from an accredited law enforcement academy.
- Eligibility for Wisconsin Law Enforcement Standards Board Certification.
- Internal candidates will have had to successfully complete their probationary period on the Edgerton Police Department.
- No domestic abuse convictions.
- No felony convictions.
- Military experience will also be taken into consideration on the selection process.

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- This position requires a high-level of technical and professional competency with a proven and verifiable track record of success.
- .The candidate is preferred to have advanced training in leadership and criminal investigations or its equivalent.
- Ability to handle several tasks simultaneously
- Ability to possess a firearm
- Ability to use all standard law enforcement equipment
- Able to work evenings, weekends, and holidays when necessary.
- Possess a valid Wisconsin driver's license
- Knowledge and skills in operating computer systems

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Have sufficient, strength, stamina and ability to perform normal physical functions of a police officer under periods of stress, strenuous and or hazardous police related situations.
- Appropriate dexterity to run, crawl, crouch, stoop, bend, stretch, walk in order to perform physical aspects of law enforcement.
- Strength sufficient to pull, lift or carry and individual as necessary and to defend from aggression and or physical attacks.

WORK SCHEDULE:

- This position is located at the Edgerton Police Department with a 5 days on - 2 days off and 5 days on - 3 days off shift schedule. The shift of assignment to be determined upon seniority.

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