

**SEPTEMBER 3, 2019 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Davis called the meeting to order at 7:03 p.m.

Present: Candy Davis, Sarah Braun and Jim Burdick

Others Present: City Administrator Ramona Flanigan, Police Chief Bob Kowalski and Utility Director Randy Oren, Library Director Kristen Almo, Mayor Christopher Lund and Jim Kapellen.

Flanigan confirmed the meeting agenda was properly posted on Friday, August 30, 2019 at the Post Office, Edgerton Library, City Hall and the website.

**APPROVE MINUTES:** A Davis/Braun motion to approve the July 31, 2019 Personnel Committee meeting minutes passed, all voted in favor.

**MUNICIPAL SERVICES DIRECTOR HIRING PROCESS AND SCHEDULE:** An updated hiring process schedule was distributed to the committee. Flanigan stated the goal for this meeting was to finalize and approve the job description, approve the advertisement, determine a wage range and approve the written application questions. The application review and interview team will need to be selected and the first interview questions will need to be approved. This will allow staff to post the ad in the appropriate publications.

A Davis/Burdick motion to approve the job description for the Municipal Services Director passed on a 3/0 roll call vote.

The Committee discussed the draft advertisement. The ad will be placed on Indeed.com, the DPW Associations websites, and the WI League of Municipalities website. Jim Burdick suggested the third paragraph in the application packet be labeled "Skills and Abilities". The deadline for the application was changed to September 25, 2019.

A Burdick/Braun motion to approve the job ad with addition of "skills and ability" passed on a 3/0 roll call vote.

All applicants will be given 3 written questions to answer as part of the application process. This will give the interviewers a general idea on the applicants writing ability and on their thoughts about the position.

A Braun/Burdick motion to approve the written application questions passed on a 3/0 roll call vote.

Staff analyzed wages from 2 other municipalities comparable to the size of our community. A wage scale will need to be included in the application packet.

A Davis/Braun motion to approve a wage range of \$75,000-\$82,500 passed on a 3/0 roll call vote.

City Engineer Dave Sauer and Jim Kapellen have agreed to be a part of the hiring process as volunteers. Staff will contact the Public Works Director from Evansville to inquire if he can take part also. The Committee will need to decide in which steps they would like the consultants to be involved. Braun suggested the consultants be involved at least in the first interview. She felt they would know better

which follow up questions to ask. Davis would like to see the consultants involved through the entire process if they are available. If the consultants cannot be involved in the entire process the essential steps would be the application process and the first interviews.

The Committee would like to set a number of 6-15 applicants for first interviews if possible. Staff will prepare interview questions for the Committee's review. The Committee would need to meet before interviews begin to approve the questions. The meeting to approve the questions was set for October 7<sup>th</sup>. Interviews dates will be October 16<sup>th</sup> & 17<sup>th</sup> and October 22<sup>nd</sup> & 23<sup>rd</sup>.

Being no other business before the Committee, a Davis/Braun motion to adjourn passed. All voted in favor.

Ramona Flanigan/wjl  
City Administrator