

**FEBRUARY 1, 2023 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 5:31 p.m.

Present: Jim Burdick, Candy Davis, and Sarah Braun.

Others Present: City Administrator Ramona Flanigan, Municipal Services Director Howard Moser, Mayor Christopher Lund, Aquatic and Recreation Director Anne Gohlke and citizens.

Flanigan confirmed the meeting agenda was properly posted on Friday, January 27, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Jim Burdick/Sarah Braun motion to approve the November 21, 2022 Personnel Committee meeting minutes passed, all voted in favor.

CONSIDER NEW ASSISTANT AQUATIC AND RECREATION DIRECTOR POSITION: Staff is recommending the creation of an Assistant Aquatic Director for the 2023 pool season. It is important that the current Aquatic Director, Anne Gohlke, have the next few seasons to train an Assistant Director in anticipation for the transition after her retirement. Reducing the Aquatic Director's hours would free up budget funds for the new position. Also, having an Assistant would reduce the number of supervisor hours, which would free up additional funding.

If the Committee wishes to create the Assistant Director position, staff recommends an hourly, non-benefited position for 40 hours per week June-August (plus minimal hours in April and May) at \$20/hour.

A Jim Burdick/Sarah Braun motion to approve the creation of an Assistant Aquatic and Recreation Director position with the staff recommendation of \$20/hour passed on a 3/0 roll call vote.

CONSIDER WAGE FOR TREE INVENTORY INTERN: The City was awarded a DNR forestry grant to complete a tree inventory. Staff recommends the City hire a forestry intern to complete the work at a wage of \$18-\$20/hour.

A Candy Davis/Jim Burdick motion to set the tree inventory intern wage at \$18-\$20/hour with a 480 hour limit passed on a 3/0 roll call vote.

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

Ramona Flanigan/mjd
City Administrator