

**CITY OF EDGERTON  
CITY HALL  
12 ALBION STREET  
PERSONNEL COMMITTEE**  
Thursday, September 22, 2022 at 4:00 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](http://www.cityofedgerton.com). Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to Order; Roll Call.
2. Elect Chair
3. Confirmation of Meeting Notice posted Wednesday, September 21, 2022.
4. Consider April 14, 2022 minutes.
5. Discuss and Consider Health Insurance for 2023.
6. Discuss and Consider Dental Insurance for 2023.
7. Discuss and Consider across the board wage adjustments for 2023.
8. Consider DPW Working Foreman Position.
9. Consider step increase threshold policy.
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: 884-3341

**APRIL 14, 2022 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 5:10 p.m.

Present: Jim Burdick and Candy Davis

Absent: Sarah Braun

Others Present: City Clerk Wendy Loveland, Municipal Services Director Howard Moser and Brandon Kast

**MINUTES:** A Jim Burdick/Candy Davis motion to approve the February 21, 2022 Personnel Committee meeting minutes passed on a 2/0 roll call vote.

**CONSIDER DPW POSITION APPOINTMENT:** A Candy Davis/Jim Burdick motion to approve Brandon Kast to the DPW position 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/mjf  
City Administrator

# Memo

**To:** Personnel Committee  
**From:** Staff  
**Date:** 9/21/2022  
**Re:** September 22, 2022 Meeting

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**WPPA Union employees:** The WPPA contract is in place for 2023.

**Retirement:** The rate of the City's contribution for retirement will increase by 0.30% for general employees and by 1.20% for sworn officers. The impact on the budget for levy supported employees based on 2022 wages is estimated to be a \$5,506 increase. If wages increase for 2023 so will the cost of retirement.

The portion of the 2023 retirement costs paid by all employees will increase by 0.30%.

**Health Insurance for 2023:** The City is currently enrolled in the state health insurance (ETF) low deductible plan. ETF health insurance for the lowest cost HMO will increase by 6.3% in 2023. Currently employees pay the annual deductible of up to \$500/single and \$1,000/family. The personnel policy dictates that non represented employees pay 7% of the annual premium. However, the ETF rules prohibit cities from paying for more than 88% of the **average** premium of HMOs operating in the county. Until this year, this 88% rule did not impact our premiums. The 88% rule will apply this year and will result in non-represented employees paying 7.6% of the lowest cost premium.

The projected increase in health insurance cost to the City for 2023 considering increase in premium costs and changes in employees coverage is \$44,471.17. However, \$36,369 of this increase is a one-time cost for insurance premiums for retired employees who converted a portion of their sick leave to health insurance benefits. The 2024 budget will not include these costs.

If an employee selects an HMO that is not the lowest cost plan, the employee pays the difference.

**Dental Insurance for 2023:** The City has its dental insurance through Delta Dental. There will be a 2% increase in premiums for 2023. The City would see an estimated increase in levy supported costs for 2023 dental insurance of approximately \$463.56.

**2023 Wages - Across the Board Adjustment:** According to the Personnel Policy and Procedures manual, across the board wage increases are based on the following: the

COLA increase; increases given to represented employees; and the financial position of the City.

- COLA will be announced in October. Most COLA estimates are 8-10%. The Consumer Price Index, which is used by the WI DOR for the Expenditure Restraint Program, 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.
- Allowable levy increase: The levy limit law allows for an increase in the **operating** levy for new growth only. The City's maximum operating levy increase will be 0.73% or \$15,734 if the Fire District complies with CPI+2% and the City chooses to take the related levy limit exemption. If the Fire District budget does not comply with CPI+2% then the \$15,734 available to the city will be reduced by the Fire District's increase in their charges.

Non represented employees received a cost-of-living wage increase of 2% in 2022. Additionally, the city implemented both tenure pay and increased the wage scale for several positions based on the findings of the wage study.

Every 1% increase in wages "across the board" for all levy supported staff, (not including represented employees) results in an \$11,840 increase to the budget for wages and wage related increases (retirement and FICA). The cost increase for the 2% wage increase for represented employees is \$12,079.

**2022 Budget Tenure Pay:** Due to the significant changes in the pay plan for the 2022 budget, the council set aside \$61,922 for wage related costs. The source of these funds was from recurring revenue such as a TIF closure. Based on estimated wage adjustments and current staffing, there is \$42,600 available from these funds.

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**DPW Working Foreman:** Please recall the City previously approved the creation of a DPW working foreman position. The position was not filled at that time but the Director would like to post the position internally again. The position would only be filled by an internal promotion. The Director would like to advertise for the position this year. There is adequate funding in the 2022 budget due to staffing changes in the department. The estimated additional cost for the 2023 budget is \$9,022.

**Step increase threshold:** The current policy related to when wage step increases are reached is as follows: an employee has to work 2080 hours before advancing to the next wage step. The disadvantage of this policy is most evident for library employees who work on a very part time basis. These employees, while having similar job responsibilities as employees who are closer to full-time, would be eligible for a step wage increase only once every 3-4 years. If taken over several years, the wage discrepancy between employees widens. The library director finds this discrepancy to be hard on morale.

If the committee changes the policy, it will impact all of the library staff and could impact five other non-library employees. Below are some options to consider:

1. Do not change the policy.
2. Modify the policy to establish a maximum number of years between step increase. For example, a policy could grant step increase at the earlier of either when an employee has worked 2080 hours, or every two years. This would increase costs to city.
3. Modify the policy to grant step increases every year regardless of hours worked. This would increase costs more than option 2.
4. The Library Board could adopt its own policy regarding step increases but the Library Director does not recommend this option as the Board has tried to be as consistent as possible with City personnel policies.