

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

**Monday, November 4, 2024 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](http://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, November 1, 2024.
3. Consider October 7, 2024 Personnel Committee minutes.
4. Discuss Municipal Services Director position hiring process.
5. Consider Personnel Policy regarding PTO use.
6. Closed Session Pursuant to Wisconsin Statute 19.85(1)(c): Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the governmental Body has Jurisdiction of Exercises Responsibility". Discuss and consider Municipal Services Director interview process and questions.
7. Staff Reports.
8. 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 7, 2024 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 6:15 p.m.

Present: Candy Davis, Tim Shaw, and Jim Burdick.

Others Present: City Administrator Ramona Flanigan, Police Chief Robert Kowalski, Mayor Christopher Lund, Municipal Services Director Howard Moser, Alderperson Shawn Prebil, and citizens.

Flanigan confirmed the meeting agenda was properly posted on Friday, October 4, 2024 at the Post Office, Edgerton Library, City Hall and the City's website.

**MINUTES:** A Tim Shaw/James Burdick motion to approve the October 1, 2024 Personnel Committee meeting minutes passed, all voted in favor.

**DISCUSS MUNICIPAL SERVICES DIRECTOR POSITION:**

The committee reviewed and discussed the Municipal Services Director job description and had the following amendments: add Common Council meetings to meetings to attend, modify wording of dangerous work conditions and a few typos.

A Shaw/Davis to approve the job description with amendments, passed on a 3/0 roll call vote.

A Shaw/Burdick motion to approve job advertisement as written passed on a 3/0 roll call vote.

**CONSIDER PERSONNEL POLICY REGARDING EDUCATION BENEFITS:**

A Davis/Shaw motion to approve the personnel policy regarding education benefits to allow college course reimbursement for part-time employees under certain conditions, passed on a 3/0 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:** 10/31/2024  
**Re:** Nov 4, 2024, Meeting

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**Hiring Process for replacement of Municipal Services Director (MSD):** Please review the questions below regarding the hiring of the Municipal Services Director (MSD). The Personnel Policy indicates the City Administrator and Personnel Committee select the candidate and the City Council appoints the candidate. The City received four applications.

The Committee took the following steps in the hiring of the previous MSD:

- Applicants were asked to complete the attached written questions in advance of the first interview. Does the Committee wish to include this in the process? The answers to these questions would be discussed as part of the first interview.
- Three outside professionals (City Engineer Dave Sauer, Jim Kapellen, and MSD from Evansville) were asked to participate in the process by reviewing applications and asking the interview questions in both interviews. The Committee and some department heads observed the interview and participated in the after-interview discussion. Does the committee wish to have outside professionals involved in the process?
- Does the committee want staff to determine the list of candidates for the first interview, or because there are only four candidates, does the committee want to determine the list of candidates for the first interview?
- Consider interview questions (in closed session).
- Please note that the first interview includes a computer exercise by each candidate.

Municipal Service Director  
City of Edgerton  
*Written Questions*

**Instructions**

As part of the application process, you must respond to the following questions in writing. Your written response must be submitted by ?????.

Your response to each question must be typed with each response being one typed page or less. Please respond to the following:

1. What qualities should an ideal Municipal Services Director for Edgerton have? Explain why you would be the best candidate.
2. As Municipal Services Director, how would you characterize your management style as it relates to your interaction with your supervisor, staff, employees and special interest groups in the community?
3. Describe your experience and accomplishments in the following three areas.
  - Managing and administering discipline
  - Team building and motivating employees
  - Project Management

## ***Policy regarding PTO balance payout upon termination.***

### ***3. Compensation and Leave Payouts***

- Employees resigning from employment with the City are entitled to all pay due for actual hours worked, plus either:
  - the accrued vacation time balance from the previous years' service, or
  - accrued PTO earned through the last day of employment.
- Employees resigning from employment are not entitled to unused personal leave.
- Employees who are eligible to receive retirement from the Wisconsin Department of Employee Trust Funds or the estate of a deceased employee are entitled to pro-rata vacation payout for the current year. Pro-rata vacation time is computed at the rate of 1/12<sup>th</sup> the employee's last vacation entitlement times the number of months worked since their last vacation entitlement date.
- ~~Employees terminating voluntarily shall not be allowed to use or be paid for used sick leave or PTO during the last week of employment without a written and signed doctor's excuse.~~
- Employees who terminating voluntarily who are not eligible for an annuity from the Wisconsin Department of Employee Trust Funds shall forfeit unused accumulated sick leave or PTO Leave of Absence Bank (section 5.8.1) balances.
- Employees who are eligible to receive an annuity from the Wisconsin Department of Employee Trust Funds may convert his/her accumulated sick leave or PTO Leave of Absence Bank balance into paid-up health insurance equal to 65% of the value of the balance accumulated or receive a cash payout equal to 50% of the value of balance accumulated.

The value is determined by multiplying the total hours of sick leave or PTO Leave of Absence Bank accumulated times his/her hourly rate at the time of retirement.

For balance that is converted to paid-up health insurance, the City will pay the health insurance until the accumulated value is depleted. Upon death of a retiree, the unused accumulated value may be applied to health insurance premiums through the Wisconsin Department of Employee Trust Funds for the spouse and/or qualifying dependent children until the accumulated value is used or a maximum of three (3) years, whichever occurs first.

For a balance that is paid out, the payout will be made with the last paycheck the employee receives.

Once a retiree elects and begins receiving paid health insurance premiums, he/she is not allowed to change any remaining balance to a cash payout.

- Unused accumulated sick leave balances shall be handled in accordance with union contract for represented employees.