

**NOVEMBER 4, 2024 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 5:45 p.m.

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

Others Present: City Administrator Ramona Flanigan, Police Chief Robert Kowalski, Library Director Beth Krebs-Smith, and Mayor Christopher Lund.

Flanigan confirmed the meeting agenda was properly posted on Friday, November 1, 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 7, 2024 Personnel Committee meeting minutes passed, all voted in favor.

DISCUSS MUNICIPAL SERVICES DIRECTOR POSITION HIRING PROCESS:

Steps previously taken in the hiring process that the committee should consider were: applicants completed written questions in advance of the first interview, and three outside professionals were asked to participate in the interviews. The committee agreed to follow these same steps along with interviewing all four applicants.

CONSIDER PERSONNEL POLICY REGARDING PTO USE:

Currently the policy states that employees terminating employment 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. Since some staff accrue vacation time and some PTO, staff recommends removing this language.

A Tim Shaw/Candy Davis motion to update the personnel policy as presented on the compensation payouts, along with some grammatical changes, 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