

**CITY OF EDGERTON
PERSONNEL COMMITTEE MEETING**

**EDGERTON CITY HALL
12 ALBION ST**

Monday, January 6, 2025 at 6:15 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. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to Order; Roll Call
2. Confirmation of appropriate meeting notice posted on Friday, January 3, 2025.
3. Consider approval of minutes from December 16, 2024.
4. Consider appointment of Aquatic Co-Directors.
5. Consider City of Edgerton Resolution 01-25: 2025 Salary Resolution
6. Adjourn.

CC: City Administrator All Council Members
 Department Heads Posted

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

**DECEMBER 16, 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, and Mayor Christopher Lund

Flanigan confirmed the meeting agenda was properly posted on Friday, December 13, 2024 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Tim Shaw/Candy Davis motion to approve the November 18, 2024 Personnel Committee meeting minutes passed, all voted in favor.

A Tim Shaw/Jim Burdick motion to approve the November 25, 2024 Personnel Committee meeting minutes passed, all voted in favor.

A Tim Shaw/Jim Burdick motion to approve the December 2, 2024 Personnel Committee meeting minutes passed, all voted in favor.

CONSIDER RECOMMENDATION FOR MUNICIPAL SERVICES DIRECTOR HIRING:

Ramona Flanigan stated that at the direction of the Committee, an offer was made to Zach Nelson and he accepted.

A Jim Burdick/Tim Shaw motion to recommend Zach Nelson to the Municipal Services Director position effective as soon as possible, passed on a 3/0 roll call vote.

CONSIDER APPOINTMENT OF PUBLIC WORKS OPERATOR:

Ramona Flanigan stated that interviews were conducted and it was a unanimous decision by the interview team to appoint Todd Jessie to the vacant Public Works Operator position. He has previous municipal experience and also holds a CDL.

A Tim Shaw/Jim Burdick motion to approve the appointment of Todd Jessie to the Public Works Operator position, 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: 1/2/2025
Re: January 6, 2025 meeting

Appointment of Pool Co-director: Please recall the City hired an Assistant Director for the last two pool seasons in anticipation of the retirement of the Director, Anne Gohlke. The Assistant Director has decided to not accept the Director's position. For the 2025 season, Director Gohlke has agreed to come back as a Co-director, primarily to get the pool started with the expectation that she will be able to work fewer hours as the season progresses. Anne recommended the City hire Mckenzie Patterson as a Co-director. Ms. Patterson has been a pool employee for seven seasons serving most recently as a supervisor with a lifeguard teaching certification. Staff makes the following recommendations regarding this proposal.

- Anne Gohlke will be converted from a salaried employee to an hourly employee with her hourly wage being what it was in 2024 plus the cost-of-living increase. (\$33.33/hour)
- Mckenzie Patterson will be appointed to the Co-director position as an hourly employee with a wage of \$25.00 per hour.

Salary resolution: In addition to the changes to the salary resolution related to the cost-of-living increase (2.5%), the following proposed modifications are included in the resolution:

- Changes to wages for Aquatics and Recreation Co-directors mentioned above
- Cap wage for lifeguards: Seasonal employees receive a \$0.25 per hour increase each year they return. Several years ago, a cap was established for life guard wage at \$13.00 per hour. Since that time, wages for life guards were increased due to shortage of life guards. The current starting wage for life guards with WSI is \$12.50 per hour. To ensure we retain life guards, staff recommends we increase the cap to \$15.00 per hour.

RESOLUTION No. 01-25
2025 SALARY RESOLUTION
COMMON COUNCIL OF THE CITY OF EDGERTON

WHEREAS, the City of Edgerton employs both union and non-union personnel, and

WHEREAS, it is necessary that the Common Council establish compensation for all non-union personnel, and

WHEREAS, it is necessary that the Common Council amends the established compensation for all non-union personnel as they see fit, and

WHEREAS, the Finance Committee of the Common Council has reviewed the matter of salaries of non-union personnel as spelled out in State Statute 65.04(8)(a) and has submitted a proposed salary schedule which schedule is attached, and

NOW, THEREFORE BE IT RESOLVED that the attached salary range schedule for 2025 is approved as the salary schedule for non-union personnel for the fiscal year 2025

Motion by:

Second by:

Roll Call: Ayes: Noes:

Dated and signed this 6th day of January 2025.

Christopher W. Lund, Mayor

Attest:

Wendy Loveland, City Clerk

2025 NON-UNION SALARY AND WAGE RANGE SCHEDULE

<u>SALARIED EMPLOYEES</u>	<u>2024 Salary</u>	<u>2025 Salary</u>	<u>Remarks</u>
Chief of Police	80,875 - 108,759	82,897 - 111,478	
Deputy Police Chief	75,000 - 95,000	76,875 - 97,375	
Lieutenant of Police	70,000 - 90,000	71,750 - 92,250	
Library Director	64,154 - 86,186	65,758 - 88,341	
Municipal Services Director w/Utility	80,875 - 108,759	82,897 - 111,478	
Treasurer	64,154 - 86,186	65,758 - 88,341	
Clerk	58,681 - 75,923	60,148 - 77,821	
Administrator	94,260 - 126,828	96,616 - 129,999	
Recreation/Aquatic Co-Director	20,812	15,000 - 21,333	Per Season

<u>ELECTED OFFICIALS</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>Remarks</u>
Mayor	2,520.00	2520.00	
(per year-increment for newly elected)			
Aldersperson	2,220.00	2220.00	
Municipal Judge	5,411.00	5411.00	
Board of Review (per day)	40.00	40.00	

<u>HOURLY EMPLOYEES</u>			<u>Remarks</u>
City Hall Admin Assistant wage	22.87 - 28.22	23.44 - 28.92	
City Hall LTE Admin Assitant	10.00	10.00	
Police Dept. Admin Assistant wage	22.87 - 28.22	23.44 - 28.92	
Police Dept. P/T Admin Asst	22.87 - 28.22	23.44 - 28.92	
Public Works Lead Operator	28.85 - 33.74	29.57 - 34.59	
Public Works Operator wage	25.10 - 30.98	25.73 - 31.76	
Utility Operator wages	25.10 - 30.98	25.73 - 31.76	
Utility Lead Operator wage	28.85 - 33.74	29.57 - 34.59	
Library Admin Assistants wage	20.84 - 25.71	21.36 - 26.35	

<u>CERTIFICATION / MERIT PAY</u>			
Administrator - 4 Merit Steps	0.70 / per step	0.70 / per step	Certification/Merit pay is in addition to hourly wage
Chief of Police and Muni. Services Dir.- 4 Merit Steps	0.60 / per step	0.60 / per step	
Library Director and City Treasurer - 4 Merit Steps	0.50 / per step	0.50 / per step	
City Clerk - 4 Merit Steps	0.40 / per step	0.40 / per step	
Operator - 2 Certification Steps	0.70 / per step	0.70 / per step	Operator includes Public Works Operators, Working Foreman, Utility lead Operators, and Utility Operators.
Admin and Library Asst - 3 Certification Steps	0.40 / per step	0.40 / per step	

Crossing Guard	15.00	15.00	\$.25 after 3 years \$.25 after 6 years
Pollworkers	10.00	10.00	
Chief Election Inspector	12.00	12.00	
DPW/Parks Part-time Summer	12.00	12.00	\$.25 per year of service
DPW/Cemetery Groundskeeper	15.00	15.00	\$.25 per year of service
Project Inspector	25.00	25.00	
Lifeguards - Starting	10.50	11.50	\$.25 per year of service
With WSI	11.50	12.50	Seasonal returns with
Supervisors	11.50	12.50	favorable evaluations:
Cashiers	8.50	9.00	\$.25/hr per year for DPW/
Concession	8.50	9.00	Parks, Lifeguards, Cashiers,
Maintenance	8.50	9.00	Concession, and Maintenance.

-Cap on Lifeguard hourly wage is \$15.00/hr

Wage increases are granted at the earlier of 2,080 hours worked or every 2 years.
 * Last step increase as needed to equal maximum wage of position

- Lifeguards teaching private lessons receive \$4.00 per lesson in addition to wage