

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

Monday, October 7, 2024 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 Meeting Notice posted Friday, October 4, 2024.
3. Consider October 1, 2024 Personnel Committee minutes.
4. Discuss Municipal Services Director Position.
5. Consider Personnel Policy regarding education benefits.
6. Staff Reports.
7. 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 1, 2024 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 4:30 p.m.

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

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

Flanigan confirmed the meeting agenda was properly posted on Friday, September 27, 2024 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Tim Shaw/James Burdick motion to approve the September 3, 2024 Personnel Committee meeting minutes passed, all voted in favor.

DISCUSS AND CONSIDER HEALTH INSURANCE FOR 2025:

Flanigan stated the City is enrolled in the state health insurance (ETF) low deductible plan. The increase in premiums for 2025 is 11%. The personnel policy dictates that non represented employees pay no less than 7.3% of the average "Tier 1" Health plans available in Rock County. The state statues also prohibit the City from paying more than 88% of the premium. The cost per month for employees who take family insurance and also select the lowest cost provider will be \$187.30 which is a \$50.85 per month decrease. The impact to the City for levy supported employees is a \$43,192.76 increase.

A Jim Burdick/Candy Davis motion to continue with ETF as it currently is, passed on a 3/0 roll call vote.

DISCUSS AND CONSIDER DENTAL INSURANCE FOR 2025:

Currently the City has its dental insurance through Delta Dental. There will be no change in premium for 2025.

A Candy Davis/Tim Shaw motion to maintain dental insurance with Delta Dental for 2025.

DISCUSS AND CONSIDER ACROSS THE BOARD WAGE ADJUSTMENTS FOR 2025:

The personnel policy states that the across the board increases is based on: COLA increases; increases given to represented employees; and the financial position of the City. COLA is estimated to be 2.5% and the consumer price index is 3.2%. Represented employees will receive a 4% increase with a "me too" clause. If non represented employees receive more than a 3% increase in 2025, represented employees would receive the same percentage.

The City's maximum operating levy increase for 2025 will be 1.55% or \$23,454 less the Fire District's increase, unless the Fire District complies with the CPI+2% metric in which case the City's levy increase would be \$23,454. In 2025 there is a increase in shared revenue of \$21,133.

Every 1% increase in wages “across the board” for all levy supported staff (not represented employees) is a \$13,759.00 increase to the budget for wages and wage related benefits. The cost of the 4% increase for represented employees is \$25,120 for wage and wage related benefits.

A Jim Burdick/Tim Shaw motion to recommend to council a 2.5% “across the board” wage increase, passed on a 3/0 roll call vote.

DISCUSS MUNICIPAL SERVICES DIRECTOR POSITION:

Flanigan stated that Howard Moser submitted his letter of resignation. The current policy regarding management staff is to post internally for 5 days and then externally. All the internal candidates would be interviewed along with the external candidates.

CONSIDER PERSONNEL POLICY REGARDING EDUCATION BENEFITS:

Flanigan stated that the current policy doesn’t clarify if college courses are reimbursed for part-time employees. Flanigan recommend pro-rating the tuition reimbursement for the percentage the employee works.

A Tim Shaw/Jim Burdick motion that employees after one year of employment get reimbursed at the percentage of hours worked the previous quarter.

CONSIDER PERSONNEL POLICY REGARDING USE OF SICK LEAVE:

Flanigan stated that the policy requires a doctor’s excuse in order to get paid if you call in sick the day before or after a holiday.

A Tim Shaw/Jim Burdick motion to remove the requirement to have a doctor’s excuse in order to use a sick day before or after a Holiday in order to get paid.

STAFF REPORTS:

Flanigan stated that the Aquatics Director, Anne Gohlke, is retiring.

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

Job Advertisement
Edgerton, WI Municipal Services Director

The City of Edgerton, Wisconsin (pop. 6,071) seeks a self motivated, energetic leader to direct its Public Works and Utilities Departments.

This is a full-time exempt position that oversees the operations and activities of the City's Water and Sewer Utilities and the Public Works Department. These operations and activities include water, sanitary sewer, streets, parks, cemetery, stormwater, urban forestry, municipal buildings, and property code compliance. The position offers latitude to lead and grow a community focused department and staff.

Skills and Abilities: The ideal candidate will be a curious, open-minded, customer-service oriented leader who has a passion and commitment to the provision of cost effective public services. The Director must be able to work collaboratively with the Common Council, Mayor, City Administrator, department heads, community members, business leaders, and other governmental agencies. The ideal candidate for this position should also have a track record focused on strong customer service, human relations, leadership, managerial, and supervisory skills. Qualified candidates should possess proficiency in written and oral communications; computer operations; reporting and compliance with regulatory agencies; budgeting; municipal operations; and organizing people, projects, and schedules.

Qualifications: Postsecondary education in Engineering, Public Works Management, Public Administration, or a related field of study (Bachelor's degree is preferred); 5+ years in a public works and/or utilities management or a supervisory role; DNR certifications in water and wastewater preferred; and a verifiable record of effective leadership and cooperation with community members and city administration. An equivalent combination of education and experience may be considered. Must possess and retain a valid State of Wisconsin driver's license and have availability to attend occasional evening meetings.

Salary Range: \$80,875-\$108,759 (DOQ), with an attractive benefit package.

Residency: Candidate to reside within 60-minute travel time of the Department within one year of date of appointment as Director.

How to apply: Applications must be received at the address below, no later than 3:30 pm on October 30, 2024. A complete application will include a: cover letter, resume, references and a completed "Application for Employment". For a complete job description, benefits summary and employment application materials, contact the Edgerton City Administrator Office at: 608 884 3341 rflanigan@edgerton.wi.gov or visit the website at www.cityofedgerton.com.

Mail or email application materials to rflanigan@edgerton.wi.gov
Ramona Flanigan, Edgerton City Administrator, 12 Albion Street, Edgerton, WI 53534.

Selected candidate shall be offered the position subject to successful completion of background check, medical examination, and drug screening.

The City of Edgerton is an equal opportunity employer.

JOB DESCRIPTION MUNICIPAL SERVICES DIRECTOR

DEPARTMENT: Public Works and Utilities

CLASSIFICATION: Exempt

REPORTS TO: City Administrator

REVISION DATE: October 2024

GENERAL NATURE OF POSITION

To serve as the Public Works Director and the Utility Director as described in the Code of General Ordinances. The Municipal Services Director (MSD) serves under the general direction of the City Administrator subject to statutory and municipal regulations and serves as lead staff to Utility Commission. Responsible for the direction of: sewer utility including WWTP, water utility, parks, cemetery, streets, stormwater utility, arboriculture, municipal buildings, and property code compliance.

ESSENTIAL JOB RESPONSIBILITIES:

Administration

- Supervise lead operators in the Public Works, Sewer and Water Departments including evaluation, team building, project assignments, lead operator discipline.
- Address concerns from the public regarding projects or issues through use of written communication, social media, and various forms of communication.
- Maintain municipal services within regulatory compliance and complete required reports to outside agencies
- Perform disciplinary actions and commendations based on performance.
- Attend meetings of Public Works Committee, Utility Commission, Parks Committee, Tree Board, Planning Commission, and other meetings as required.
- Work collaboratively with other city departments and department personnel to achieve productivity targets.
- Ensures Public Works division coordinates with Building Inspection on code enforcement.
- Maintain permanent records for the sale of grave spaces, grave opening/closing.
- Demonstrate, educate, train and ensure compliance with City personnel policies on conduct, employment, and safety.
- Manage expenditures within budget throughout the year and report regularly to Committees.
- Respond to emergencies, coordinate with outer emergency responders.
- Attend trainings and pertinent professional organizations.
- Interpret provisions of the Edgerton Municipal Code to developers, contractors, and the general public.
- Perform additional duties as may from time to time be directed by the City Administrator, City Council and/or Utilities Committee.

Project Planning and Administration

- Prepare annual department operating budget and five-ten year capital budget for timely review.
- Meet with the city engineers, contractors, developers and vendors to ensure expected quality standards and timeline are met. Report on progress via written and verbal communication.
- Evaluate and prescribe preventative maintenance programs for infrastructure.

- Be available to address concerns from the public regarding projects or issues through use of written communication, social media, and various forms of communication.
- Schedule and coordinate projects with Lead Operators, City Engineer and City Administrator/Finance Director and communicate with public information.
- Review construction plans and land use and development proposals.
- Direct bid processes, including technical reports, specifications, bid proposals and other activities related to purchasing or contracting.

Operations

- Oversee the Lead Operators preparation and monitoring of the day-to-day work schedules and record keeping for the Departments.
- Ensure proper training of staff for the operations, coordination with administrative staff for record keeping, and customer relations for the cemetery.
- Ensure coordination with administrative staff and recreation leagues for park use, facilities and maintenance.
- Evaluated cost of operations.
- Provide input and make recommendations to improve City operations.
- Evaluate, seek quotes, and present options for the purchase of supplies, equipment, and services.
- Ensure cooperation with building inspection and code enforcement staff.
- Issue various local permits such as street openings, sidewalks and erosion control.
- Administer code enforcement activities.
- Ensure that fleet and equipment are regularly maintained and inspected for safety and compliance with regulating bodies.
- Direct the care, maintenance and operation of the cemetery.
- Assist with aquatic facility maintenance.
- Direct solid waste collection and contracted services operations.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

- Post-secondary education in Engineering, Public Works Management, Public Administration, or a related field of study (Bachelor's degree is preferred);
- 5+ years in a public works and/or utilities management or a supervisory role;
- DNR certifications in water and wastewater preferred;
- Verifiable record of effective leadership and cooperation with community members and city administration.
- An equivalent combination of education and experience may be considered.
- Possession of a valid State of Wisconsin driver's license.

SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, understand and interpret plans and specifications, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence and procedure manuals, to effectively present information and respond to questions from groups of residents, Government agencies, Boards and Commissions.
- Ability to calculate figures and amounts such as percentages, proportions, etc., using appropriate

equipment and software to work with mathematical concepts such as probability, statistical inference and to apply concepts such as fractions, percentages, ratios, proportions to practical situations.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to define problems, collect data, establish facts and draw valid conclusions.
- Knowledge of municipal budgeting and financial management principles and practices, including rules set by state agencies and generally accepting accounting practices (GAAP).
- Knowledge of human resource management principles and practices, including employee recruitment, selection, training, evaluation, and discipline.
- Ability to train and supervise others.
- Ability to complete continuing education, training and certifications.
- Ability to effectively administer routine and non-routine activities, analyze and implement policy, manage financial and human resources. Communicate verbally and in written form, build consensus and manage change.
- Ability to identify and implement process modifications to improve operational performance.
- Ability to access, input and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary to conduct business processes effectively and efficiently.
- Requires interpersonal skills to work closely and courteously with the public, City Council and staff.
- Requires ability to maintain clear and concise records and to manage information using effective record and file organization.
- Requires the use of field hand tools and office equipment, such as copiers, computers, and calculators.
- Knowledge of SCADA and GIS systems.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to perform physical activities such as stooping, kneeling, standing, reaching, walking, lifting, and/or move (up to 100 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Ability and willingness to work in malodorous, nauseating, and dangerous work conditions.
- Ability to withstand inclement weather such as snow, cold, rain, heat, humidity, sun, etc. Work of a MSD will be in both indoor and outdoor settings.
- Ability to work in confined spaces.
- Ability to comply with ongoing drug and alcohol screening testing.
- Ability and willingness to respond to emergency calls, including for work in other City departments completing work in high traffic situations, and outside not included in the position's regular work.
- Ability to attend classes and seminars to continue and update certifications required by the position.

WORK SCHEDULE:

This position is located at Edgerton City Hall and the city garage. Office hours are 7:00 AM to 3:30 PM, and some night hours are required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the City of Edgerton.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Edgerton, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

NOTE: This job description is formatted for evaluation purposes and may not be all inclusive of responsibility or requirements of the position.

Policy regarding education benefits and clarifying if these benefits are available to part-time employees.

5.14 Education Benefits

Prior supervisor approval is required before an employee registers for any seminar, in service program or college course. The supervisor shall determine the appropriateness of the seminar, in service program and college course in relation to an employee's job duties prior to registration. Regular Part-Time employees who have been employed by the City for at least one year, are eligible for college course reimbursement on a prorated basis. Proration will equal to the percentage of Full-Time hours the employee worked in the three months preceding the Supervisor's approval of the class.

Once approved, the City will pay 100% of the registration fees for seminars and in-service programs. Reimbursement for an accredited college course will be based on a "C" grade or better and the amount of funds available for training. Employees are eligible for no more than one college course per calendar year.

If the City reimbursed an employee for college courses for which the cost exceeded \$500, the employee will pay back the reimbursement as outlined below. The payback time period begins upon the completion of the training.

- Full repayment if employee terminates employment in less than one year.
- 2/3 repayment if employee terminates employment in less than two years.
- 1/3 repayment if employee terminates employment in less than three years.