

**SEPTEMBER 20, 2021 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:00 p.m.

Present: Jim Burdick, and Candy Davis

Excused: Sarah Braun

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund, Municipal Services Director Howard Moser, Police Chief Robert Kowalski, Library Director Kirsten Almo, and a number of city employees.

Hegglund confirmed the meeting notice was properly posted on Friday, September 17, 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

WAGE STUDY:

Current employees below range: Based on data gathered in the current wage study, staff provided a proposal to bring the library positions up into the comparable wage range. The proposal included an increase in hourly wages for all library employees in 2022 so that the Director is in the range and the senior most library assistants are at the bottom of the range. This increase would maintain the current wage rate separation for employees with different years of service. The cost to the city for this proposal in 2022 would be approximately \$24,815.

A Jim Burdick/Candy Davis motion to proceed with wage increases for the library staff to bring the senior staff into the bottom of the wage range and the Library Director into the wage range passed on a 2/0 roll call vote.

Current long-term employees who are below the middle of the range: The Committee asked for the cost implications of bringing employees with a certain number of years of service (10 years was suggested) to either 25% or 50% of the wage range. The cost to the city to bring employees to the 25% wage range is \$32,184. This would include some hourly positions and no salaried positions. To move employees to the 50% wage range the cost would be \$69,622. This would include all hourly and one salaried position.

A Candy Davis/Jim Burdick motion to move employees with at least 10 years of service up to 25% of the wage range passed on a 2/0 roll call vote.

Insurance premium adjustments: The Committee requested a cost estimate to increase employee's contribution to health insurance premiums to 10% if the employees were also given a \$0.29 wage increase. Staff estimated the cost would be \$7,865. Staff recommended not increasing the contribution at this time.

Future progression through the pay ranges: For hourly employees, staff proposed a Defined Increment Plan. This plan would implement step increases over the first ten or fifteen years to get employees to the middle of the wage range. Additional steps every five years up to 25 years would get them to 80% of the range. Employees would then be required to obtain 2-3 certifications relating to their position to reach the maximum range.

The Committee requested data on what the cost implications would be for hourly employees to get from 25%-80% in 3 steps and also 50%-80% in 3 steps.

For salaried employees an Open Range Merit Plan was suggested. This plan would include scheduled increases to reach the middle of the range by 10 years with satisfactory performance, after 10 years merit increases could bring the employee to the top range.

Jim Burdick agreed with using the 10 years for scheduled increases and merit-based increases to reach the top of the wage range for salaried staff.

Potential funding sources: To fund the wage adjustments, staff presented some possible funding sources. Those included: the retirement of TIF#5 provided an increase in the levy limit of \$36,922; there is approximately \$80,000 from the vacant Utility Director position; and the 2021 budget included funding for capital projects.

Candy Davis suggested reserving the funds from all of the funding sources until the final numbers come in and the Committee makes a recommendation to Council.

Being no other business before the Committee, a Candy Davis/Jim Burdick motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl
City Administrator