

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

Monday, May 20, 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. Elect a Chair.
3. Confirmation of Meeting Notice posted Friday, May 17, 2024.
4. Consider December 18, 2023 Personnel Committee minutes.
5. Consider salary resolution amendment for Aquatic's Director position.
6. 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.

**DECEMBER 18, 2023 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

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

Present: Candy Davis (remote), Tim Shaw, and Jim Burdick.

Others Present: City Administrator Ramona Flanigan, Police Chief Robert Kowalski, Municipal Services Director Howard Moser, City Clerk Wendy Loveland, and Mayor Christopher Lund.

Flanigan confirmed the meeting agenda was properly posted on Friday, December 15, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Tim Shaw/James Burdick motion to approve the October 23, 2023 Personnel Committee meeting minutes passed, all voted in favor.

CONSIDER APPOINTMENT OF LEAD WASTEWATER OPERATOR:

Municipal Services Director Howard Moser stated that Jim Reilly, the current Lead Wastewater Operator, is retiring in January. The position was posted internally and Wastewater Operator Zach Nelson signed for the position. Zach has worked at our WWTP for nine years and currently has all the required certifications to be Lead Operator. Howard stated that he highly recommends Zach Nelson to the position of Lead Wastewater Operator.

A Davis/Burdick motion to appoint Zach Nelson to Lead Wastewater Operator replacing Jim Reilly upon this retirement passed on a 3/0 roll call vote.

CONSIDER WAGE SCALE ADJUSTMENTS FOR LEAD OPERATOR:

Administrator Flanigan stated that to provide a greater difference between operators and lead operators we propose to raise the bottom of the wage range for lead operators from \$55,493 to \$60,000. This would increase the difference between the starting wage of an operator and lead operator from \$1.58 to \$3.75/hour. This change would encourage operators to apply for lead operator positions.

A Burdick/Shaw motion to accept the wage range adjustment for lead operators passed on a 3/0 roll call vote.

CONSIDER PERSONNEL POLICY AMENDMENT REGARDING PAY PRACTICE FOR PROMOTED EMPLOYEES:

Administrator Flanigan stated that in some instances an internal candidate taking a promotion might have to take a wage decrease or have no wage increase in a higher position. With the proposed promotion pay policy internal candidates would receive a minimum of a 4% increase for being promoted to a higher position.

A Burdick/Shaw motion to approve the pay practice for promoted employees passed on a 3/0 roll call vote.

CONSIDER REORGANIZATION OF POLICE MANAGEMENT POSITIONS:

Chief Kowalski stated that a lot of Police Departments are organized to allow for the succession of staff. Currently, the organization of the Edgerton Police Department is a Chief and two Lieutenants. Chief Kowalski proposes to reorganize management positions to Chief, Deputy Chief, and one Lieutenant. Chief Kowalski stated that he would recommend one of the current Lieutenants to the Deputy Chief position therefore it would increase the total number of officers.

A Shaw/Burdick motion to approve the proposed reorganization of Police management positions by creating a Deputy Chief position.

CONSIDER WAGE RANGES FOR POLICE MANAGEMENT POSITIONS:

Administrator Flanigan stated that currently Lieutenants receive a step increase in each of the first three years. The proposed wage schedule would follow the pay plan for other positions by providing step increases in each of the first 10 years and then every 5 years. Also provided is the proposed wage range for the Deputy Chief position.

A Shaw/Burdick motion to approve the established wage ranges for Police management staff passed on a 3/0 roll call vote.

CONSIDER ADOPTION OF THE JOB DESCRIPTIONS FOR POLICE MANAGEMENT POSTIONS:

A Shaw/Burdick motion to adopt the police management job descriptions 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: 5/15/2024

Re: May 20, 2024 Meeting

Salary Resolution for Aquatic's Director: Please recall the Aquatic's Director requested a reduction in hours to $\frac{3}{4}$ time at the same time the city hired an Assistant Director in 2023. In practice, the Director has not been able to reduce hours as anticipated due to limited time the Assistant is available because of school coaching obligations. The Director estimates that she will be working 90% of full time and has requested an increase in salary. This change to 90% would increase the Aquatic Director salary by \$2,866.40. Initially, the additional costs of the Assistant Director were to be paid for using the reduction in the Director's salary. Some funds will now be available from the reduced hours of the Assistant Director.