

**OCTOBER 7, 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, Police Chief Robert Kowalski, Mayor Christopher Lund, Municipal Services Director Howard Moser, Alderperson Shawn Prebil, and citizens.

Flanigan confirmed the meeting agenda was properly posted on Friday, October 4, 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 1, 2024 Personnel Committee meeting minutes passed, all voted in favor.

DISCUSS MUNICIPAL SERVICES DIRECTOR POSITION:

The committee reviewed and discussed the Municipal Services Director job description and had the following amendments: add Common Council meetings to meetings to attend, modify wording of dangerous work conditions and a few typos.

A Shaw/Davis to approve the job description with amendments, passed on a 3/0 roll call vote.

A Shaw/Burdick motion to approve job advertisement as written passed on a 3/0 roll call vote.

CONSIDER PERSONNEL POLICY REGARDING EDUCATION BENEFITS:

A Davis/Shaw motion to approve the personnel policy regarding education benefits to allow college course reimbursement for part-time employees under certain conditions, 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