

**CITY OF EDGERTON  
CITY HALL  
12 ALBION STREET  
PERSONNEL COMMITTEE**  
Wednesday, July 31, 2019 at 7:00 p.m.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Friday, July 26, 2019.
3. Approve July 1, 2019 Meeting Minutes
4. Consider Public Works Director hiring process.
5. Consider ID card policy.
6. Consider DPW part time staffing.
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: 884-3341

**JULY 1, 2019 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Davis called the meeting to order at 7:00 p.m.

Present: Candy Davis, Sarah Braun and Jim Burdick

Others Present: City Administrator Ramona Flanigan

Flanigan confirmed the meeting agenda was properly posted on Friday, June 28, 2019 at the Post Office, Edgerton Library, City Hall and the website.

**ELECT CHAIR:** A Burdick/Braun motion to nominate Candy Davis as Chairperson passed on a 3/0 roll call vote.

**APPROVE MINUTES:** A Davis/Braun motion to approve the April 8, 2019 Personnel Committee meeting minutes passed, all voted in favor.

**APPOINTMENT OF PUBLIC WORKS OPERATOR:** A Davis/Burdick motion to approve the hiring of Ryan Valley to the position of Public Works Operator passed on a 3/0 roll call vote.

Being no other business before the Committee, a Davis/Braun motion to adjourn passed. All voted in favor.

Ramona Flanigan/wjl  
City Administrator

# Memo

**To:** Personnel Committee  
**From:** Staff  
**Date:** 7/26/2019  
**Re:** July 31, 2019 Meeting

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**Hiring Process for replacement of Department of Public Works Director position:** Please review the attached, draft list of tasks for hiring a replacement for the Public Works Director position so that we can make decisions about the process.

**Committee Survey:** The Committee will review the survey results at the meeting. The survey will assist in the development of the job description for the replacement Public Works Director. An appropriate job description will attract the right type of candidates and will assist the committee in selecting a candidate that fits the needs of our current situation and one that can adjust to future changes in community services.

As you will see from the survey, staff is suggesting the title of the position be changed from Department of Public Works Director to Municipal Services Director (MSD). The change is suggested to better describe the broader nature of the position and to attract a broader range of candidates. With the evolution of municipal services and customer expectations, customer services and innovative problem solving will be highly valued traits in key leadership positions. Additionally, Edgerton will see changes in most of the department head positions in the next decade as management staff retires. These changes will provide an opportunity to restructure positions to best fit the needs of the community and to best utilize the skills of employees.

**Outside Consultant:** As soon as possible in the hiring process the Committee should determine if it would like to have any of the following:

- an outside paid professional to assist with any aspect of the hiring process;
- volunteer industry expert(s) to assist with hiring process; or
- the Personnel Committee to complete all aspects of the hiring process.

If an outside party will be involved, at what step in the process do you want their input, and who does the committee wish to ask to participate?

Staff has the following suggestions for outside assistance: City Engineer, a director from another similar sized community, a lead staff from a public works department

from a larger community (such as Janesville or Beloit); or a human resource professional from a larger community.

**Part time DPW:** Funds allocated for DPW part time positions will be depleted by the end of August. The interim director would like to hire two more part time employees for the fall since the summer part time employees will be leaving. There are funds available from health insurance savings due to staff changes that could be used for additional part time employees. The interim director would like those employees hired to work through October at an estimated costs of\$7,966.

**Employee ID Badge policy:** Included in your packet is a policy regarding employee ID badges. If approved, the policy will be added to the Personnel Policies and Procedures Handbook.

## Municipal Services Director Hiring Process

Task	Date	Consultants	Personnel Chair	Committee	City Staff
Complete committee survey					
Decide if hiring an outside consultant					
Develop job description					
Prepare advertisement					
Develop Application					
Post advertisement: League of Municipalities online, City website, Facebook , PW list serve; Indeed					
Select interview team					
Select qualified candidates list (application and written statement review) Apps due ??					
Prepare first interview questions					
Set up interviews					
Hold first interviews, grade written responses					
Select short list of candidates					
Prepare second interview questions					
Hold second Interviews, select final candidate					
Complete reference checks					
Make contingent offer					
Complete background investigation					
Complete medical examination					
Negotiate Contract					

## Employee Identification (ID) Badge

### A. PURPOSE

As a vital part of our safety and security system, a City of Edgerton identification badge (ID Badge) system shall be established. ID Badges shall have, at minimum, the following components: employee's name; photo; and employment department. ID Badges will be issued to a city employee on or about their first days of employment by the Edgerton Police Department.

ID Badges will be issued to provide a visible means of identification for city employees and help citizens know who is an authorized employee.

The ID Badge also serves as verification of employment with the city and as identification after hours or in an emergency.

### B. DEFINITION

For the purpose of the ID Badge procedure, employee is defined as all non-elected regular, full-time and regular, part-time employees as defined in section 4.1 "Employment Categories" of the Personnel Policies and Procedures Manual.

### C. PROCEDURES

1. All employees will be required to have a City of Edgerton ID Badge while working for the city.
2. Employees may wear or have readily available their ID Badge while conducting official business.
3. The ID Badge may be used only by the individual to whom it was issued. **Employees may not "loan" their ID Badge to anyone for any reason.**
4. Employees shall surrender their ID Badge to their supervisor upon termination of employment, beginning an extended leave of absence, or when requested.
5. A lost, stolen or misplaced ID Badge shall be immediately reported to the employee's supervisor who shall report the loss to the Police Department. A replacement ID Badge will be issued by the Police Department as necessary and a record of the lost ID Badge noted.
6. If an employee transfers from one department to another; an employee's name changes, and/or any other information on the ID Badge becomes invalid, the existing ID Badge shall be surrendered and a replacement ID Badge will be issued.

7. For all new and re-issued ID Badges, the employee shall make a request to their supervisor who will forward the request to the Edgerton Police Department.
8. If an ID Badge is found it should be returned to the appropriate department supervisor or the Edgerton Police Department.
9. All ID Badges will have a return disclosure on the card for those found by the public and returned to the Edgerton Police Department, 215 West Fulton St., Edgerton, WI. 53534

The ID Badge program will be adopted in the City of Edgerton Personnel Policy and procedures Manual under section 3.0 Standards of Conduct, 3.75 Employee Identification (ID) Badge.