

**AUGUST 27, 2013 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:00 p.m. Committee members present were Ron Webb, Candy Davis and Chris Wellnitz. Also present were City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Heggglunde, Public Works Director Tom Hartzell, Utility Director Randy Oren, Lt. Bob Bolgrihn, Lt. Randy Meehan, Tom Pennekamp, Police Chief Tom Klubertanz, Mayor Chris Lund, Council Person Mat McIntyre and Dan Reed.

Flanigan confirmed the agendas were properly posted on Friday, August 23, 2013 at BMO Harris Bank, the Post Office, Edgerton Library and City Hall.

APPROVAL OF MINUTES:

A Wellnitz/Webb motion to approve the July 1, 2013 Personnel Committee meeting minutes passed, all voted in favor.

DISCUSS AND CONSIDER REQUEST TO AMEND SICK LEAVE RETIREMENT POLICY:

Lt. Bob Bolgrihn will be retiring November 1. He currently has 863 hours of sick time accrued. According to the current policy he will have 302 hours that will not convert to dollars due to the 65% policy. He does not need the insurance when he retires. He feels he does not have any other option but to take the insurance or else he loses all the accrued hours that he did not use. He is asking the committee to consider changing the policy to allow retiring employees to take a payout of their sick time instead of converting it to dollars toward health insurance.

Chris Wellnitz suggests a cash payout at less than the 65%. He suggests 50%.

A Wellnitz/Webb motion to amend the sick leave retirement policy to allow a cash payout of 50% in lieu of the 65% health insurance benefit which is the current policy passed on a 3/0 roll call vote. Davis would like to see the amended policy before it goes on to the Common Council for a vote.

DISCUSS AND CONSIDER WAGE & BENEFIT GOAL FOR 2014 BUDGET:

The committee received a spreadsheet showing the city's payroll related costs over the last 5 years. This tool will hopefully help give direction during the budgeting process. If the committee chooses a percentage goal increase for payroll costs to stay within, then the staff can give some options as how the goal can be obtained.

A Wellnitz/Davis motion to set a 2014 payroll wage & benefit goal of 3% passed on a 3/0 roll call vote.

DISCUSS AND CONSIDER WAGE SURVEY:

The committee was given an analysis of salaries in peer cities. This information lets the committee know how we compare to other communities.

DISCUSS AND CONSIDER 2013 MANAGEMENT STAFF EVALUATION PROCESS:

In the past the evaluation has been done on two separate aspects. The first is the evaluation on the points of the job description and the second is on the evaluation of the goals that have been set at the last evaluation. These two parts come together to complete the performance evaluation for each management position. For several years we have not done the evaluations because it was evident that there were no salary increases. Staff is recommending that the evaluations be based on the job description and set new goals for the next evaluation. The formal evaluations are usually done once per year. Davis suggested we do an informal review of goals after a period of time.

A Davis/Wellnitz motion to have 2013 management staff evaluations based on job description, and set 2014 goals, and in 2014 do a 6 month goal review passed on a 3/0 roll call vote.

FUTURE AGENDA ITEMS:

When the numbers come in for health insurance the committee will need to discuss wages and benefits. The committee will also review the amended retirement sick leave policy.

Being no other business before the Committee, a Wellnitz/Webb motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl
City Administrator