

**CITY OF EDGERTON
EDGERTON CITY HALL, COUNCIL CHAMBERS
12 ALBION STREET**

PERSONNEL COMMITTEE

Monday, November 30, 2020 at 6:00 p.m.

NOTE: PER EMERGENCY ORDER FACE COVERINGS ARE REQUIRED

REMOTE PARTICIPATION: To participate or 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.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Wednesday, November 25, 2020.
3. Consider approval of minutes from October 19, 2020 Personnel Committee meeting.
4. Consider definition of hours worked regarding holidays.
5. Closed session pursuant to Wis. Stat. 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session." Discuss and deliberate proposals for a wage study.
6. Return to Open Session and 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

**OCTOBER 19, 2020 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 8:17 p.m.

Present: Jim Burdick, Candy Davis and Sarah Braun (remote)

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund and Municipal Services Director Howard Moser

Hegglund confirmed the meeting notice was properly posted on Friday, October 16, 2020. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

APPROVE MINUTES: A Jim Burdick/Sarah Braun motion to approve the October 5, 2020 Personnel Committee minutes passed on a 3/0 roll call vote.

REORGANIZATION OF MUNICIPAL SERVICES DIRECTOR AND UTILITY DIRECTOR: Utility Director Randy Oren has announced his retirement at the end of 2020. Staff has recommended the City take this opportunity to evaluate option of combining the position of the Municipal Services Director (MSD) and the Utility Director. The additional responsibility of this position would likely result in a wage adjustment for the MSD. Staff contacted two similar communities with this same department structure to analyze the wages and determined that a wage increase is warranted.

A Candy Davis/Jim Burdick motion to reorganize the Municipal Services Director and the Utility Director positions to have the Municipal Services Director oversee both DPW and Utility with a \$10,000 pay increase effective December 1, 2020 passed on a 3/0 roll call vote.

CREATION OF WORKING FORMAN FOR DPW: The reorganization of the MSD position will require this position absorb responsibility for the management of the sewer and water departments. Staff is recommending the creation of a working foreman position in the DPW department that would be responsible for the daily operations of the department. A \$4/hour wage increase is being proposed.

A Candy Davis/Sarah Braun motion to create a DPW Working Forman position, hiring from within the City's organization and recommend a \$4.00 per hour wage increase effective December 1, 2020 passed on a 3/0 roll call vote.

WAGE ADJUSTMENT FOR LEAD UTILITY OPERATORS: The reorganization of the MSD position would also result in the two current lead operators in the water and sewer utility taking on more responsibility. A brief wage survey was done and it was discovered our current lead operators average wage was below the average of other communities. A \$2.00/hour wage increase is being recommended.

A Candy Davis/Jim Burdick motion to give the lead utility operators a \$2.00 per hour wage increase effective December 1, 2020 passed on a 3/0 roll call vote.

WAGE STUDY: A Candy Davis/Sarah Braun motion to have staff start the process of hiring a consultant to conduct a wage study passed on a 3/0 roll call vote.

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

Ramona Flanigan/wjl
City Administrator

Memo

To: Personnel Committee
From: Staff
Date: 11/25/2020
Re: November 30, 2020 Meeting

Paid holidays counted as hours worked for computing overtime – Currently the City does not consider paid holiday hours (8 per holiday) as hours worked for the purposes of computing overtime. Employees must complete 40 hours worked per week to qualify for the overtime pay rate (1 ½ base rate) for any additional hours worked. Staff feels that since the employees have no option to work on recognized paid holidays (unless called in) they should not be penalized during after-hours calls that occur in the same week. The City currently has 9 recognized paid holidays with 6 of them during winter months when work outside of regular hours is most common.

Staff contacted several surrounding municipalities to see how they handle holiday pay in relation to overtime and the responses are as follows:

MUNICIPALITY	COUNT HOLIDAY HOURS AS HOURS WORKED	DO NOT COUNT HOLIDAY HOURS AS HOURS WORKED
Cottage Grove	X	
Janesville	X	
Sun Prairie	X	
Monroe		X
Whitewater	X	
Albany	X	
Stoughton	X	
Mt. Horeb	X	

Staff recommends that the City adopt a policy to include paid holiday hours as hours worked for the purposes of computing overtime.