

**FEBRUARY 2, 2015 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:15 p.m. Committee members present were Lyle Maves, Candy Davis and Chris Wellnitz. Also present were City Administrator Ramona Flanigan, Alderperson Dave Thomas, Mayor Christopher Lund and the Edgerton Reporter

Flanigan confirmed the agendas were properly posted on Friday, January 30, 2015 at BMO Harris Bank, the Post Office, Edgerton Library and City Hall.

APPROVAL OF MINUTES: A Wellnitz/Maves motion to approve the January 19, 2015 Personnel Committee meeting minutes passed, all voted in favor.

DISCUSS AND CONSIDER POLICE FULL TIME POSITION STARTING WAGE:

The current wage for the full time position is \$15.63. Chief Klubertanz is recommending the starting wage be increased due to the current person filling this position has more experience than a person starting out. The current employee worked as a part time assistant for 8 years prior to taking the full time position.

A Wellnitz/Davis motion to not amend the 2015 Salary Resolution for the full time police position starting wage passed on a 2/1 roll call vote. Lyle Maves voted against.

DISCUSS AND CONSIDER LIFTING HIRING FREEZE FOR PART-TIME POLICE ADMINISTRATIVE ASSISTANT:

The Chief requested lifting the hiring freeze to allow the hiring of a part time administrative assistant position that is just been vacated.

A Davis/Wellnitz motion to lift the hiring freeze for a part time administrative assistant at the police department passed on a 3/0 roll call vote.

DISCUSS AND CONSIDER WAGES AND BENEFITS FOR POLICE PART TIME ADMINISTRATIVE ASSISTANT POSITION:

The starting wage on the 2015 Salary Resolution is \$13.62. Klubertanz stated that in the past the part time person was 25 hours per week. This position is expected to learn all aspects of running the office so they can step in when the full time person is out. Tom would like to keep the position at 25 hours a week but try it at 20 for now.

A Wellnitz/Maves motion to have the part time position stay at less than 1200 hours per year passed on a 3/0 roll call vote.

A Wellnitz/Maves motion to establish a \$14.00 per hour wage for a part time administrative assistant at the police department passed on a 3/0 roll call vote.

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

Ramona Flanigan/wjl
City Administrator