

**CITY OF EDGERTON
CITY HALL
12 ALBION STREET
PERSONNEL COMMITTEE**
Monday, November 18, 2019 at 6:15 p.m.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Friday, November 15, 2019.
3. Approve Minutes
 - a. October 25, 2019
 - b. October 28, 2019
 - c. November 4, 2019
4. Consider appointment of Municipal Services Director.
5. Closed Session Pursuant to Wisconsin Statute 19.85(1)(c) "Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body has Jurisdiction of Exercises Responsibility". Discuss and Consider WPPA Negotiations.
6. 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 25, 2019 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Davis called the meeting to order at 1:00 p.m.

Present: Candy Davis, Sarah Braun and Jim Burdick

Others Present: City Administrator Ramona Flanigan, Police Chief Bob Kowalski, Utility Director Randy Oren, City Engineer Dave Sauer, Mayor Christopher Lund, City of Evansville Municipal Services Director Chad Renly, and Jim Kapellen.

Flanigan confirmed the meeting agenda was properly posted on Friday, October 18, 2019 at the Post Office, Edgerton Library, City Hall and the website.

APPROVE MINUTES: A Burdick/Davis motion to approve the October 15, 2019 Personnel Committee meeting minutes passed, all voted in favor.

CLOSED SESSION: Davis/Burdick moved to go into closed session pursuant to Wisconsin Statute 19.85(1)(c): Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility". Conduct Municipal Services Director interviews. The motion passed on a 3/0 roll call vote.

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

Ramona Flanigan/wjl
City Administrator

**OCTOBER 28, 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, Police Chief Bob Kowalski, Utility Director Randy Oren, City Engineer Dave Sauer, Mayor Christopher Lund, City of Evansville Municipal Services Director Chad Renly, and Jim Kapellen.

Flanigan confirmed the meeting agenda was properly posted on Friday, October 25, 2019 at the Post Office, Edgerton Library, City Hall and the website.

CLOSED SESSION: Davis/Burdick moved to go into closed session pursuant to Wisconsin Statute 19.85(1)(c): Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility". Discuss and consider candidates for Municipal Services Director. The motion passed on a 3/0 roll call vote.

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

Ramona Flanigan/wjl
City Administrator

**NOVEMBER 4, 2019 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Davis called the meeting to order at 7:15 p.m.

Present: Candy Davis, Sarah Braun and Jim Burdick

Others Present: City Administrator Ramona Flanigan, Police Chief Bob Kowalski, Utility Director Randy Oren, City Engineer Dave Sauer, Mayor Christopher Lund, City of Evansville Municipal Services Director Chad Renly, and Jim Kapellen.

Flanigan confirmed the meeting agenda was properly posted on Friday, November 1, 2019 at the Post Office, Edgerton Library, City Hall and the website.

CLOSED SESSION: Davis/Burdick moved to go into closed session pursuant to Wisconsin Statute 19.85(1)(c): Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility". Discuss and consider candidates for Municipal Services Director. The motion 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: 11/13/2019
Re: November 18, 2019 Meeting

The Personnel Committee will meet in open session to recommend the appointment of Howard Moser as the City's Municipal Services Director. The Committee is recommending a salary of \$77,500.

Howard Moser has 23 years of municipal service experience in the Public Works field with four municipalities. During those years, Howard served as a public works operator, a foreman, a superintendent, and a Public Works Director. Howard is a certified arborist, a graduate of the Illinois Public Services Institute, has had specialized management training, and has water operator certifications in Illinois and Wisconsin. Prior to starting his career in municipal service, Howard served three years in the Army as a construction equipment operator.

The Personnel Committee's selection process consisted of the following:

- Job description update by the Personnel Committee;
- Selection of a short list of 6 candidates from the total applicant pool. Selection was made with the assistance of three industry experts: City Engineer Dave Sauer with Cedar Corporation, Evansville Municipal Services Director Chad Renly; and Utilities Chair Jim Kapellen;
- First interviews conducted by industry experts and the Personnel Committee;
- Second interviews and a community tour conducted by industry experts and the Personnel Committee; and
- Extensive background research.

Municipal Services Director (MSD) oversees operations of the Public Works Department and serves as the Public Works Director as described in the Code of General Ordinances. The MSD serves under the general direction of the City Administrator subject to statutory and municipal regulations. The areas of responsibility include: parks, cemetery, streets, stormwater utility, urban forestry, municipal buildings, and property code compliance.