





**SEPTEMBER 18, 2018 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Davis called the meeting to order at 5:30 p.m.

Present: Candy Davis, Mark Wellnitz and Jim Burdick

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund, Utility Director Randy Oren, Public Works Director Tom Hartzell, Police Chief Tom Klubertanz, Library Director Kirsten Almo, Alderperson Matt McIntyre and city employees

Hegglund confirmed the meeting agenda was properly noticed on Friday, September 14, 2018 at the Post Office, Edgerton Library, City Hall and the website.

**APPROVAL OF MINUTES:**

A Burdick/Wellnitz motion to approve the January 11, 2018 Personnel Committee meeting minutes passed, all voted in favor.

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

**HEALTH INSURANCE FOR 2019:** A Davis/Burdick motion to keep the health insurance as is for 2019 passed on a 3/0 roll call vote.

**DENTAL INSURANCE FOR 2019:** A Davis/Burdick motion to keep the dental insurance as is for 2019 passed on a 3/0 roll call vote.

**WAGES FOR 2019:** A Wellnitz/Davis motion to recommend to Council a 3% pay increase for all non-represented staff excluding the library passed on a 3/0 roll call vote.

**POLICE CHIEF WAGE RANGE:** A Wellnitz/Davis motion to advertise the police chief wage range at \$70,500-\$80,500 passed on a 3/0 roll call vote.

Mark Wellnitz moved to amend the low end of the police chief police wage range to \$73,000. The motion failed due to a lack of a second.

A Burdick/Wellnitz motion to advertise the police chief wage range at \$72,500-\$82,500 passed on a 3/0 roll call vote.

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

Ramona Flanigan/wjl  
City Administrator

**MARCH 26, 2019 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Davis called the meeting to order at 6:30 p.m.

Present: Candy Davis, Mark Wellnitz and Jim Burdick

Others Present: City Administrator Ramona Flanigan, Tom Hartzell and a group of citizens

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

**LIFT HIRING FREEZE FOR DPW:** The Committee was provided with a job description, wage table and a copy of the ad that will be published. Davis inquired when the job description was last updated. Hartzell thought within the last 5 years. Flanigan made some suggestions for changes to the description. She stated the current description did not mention maintenance and or repairs of city buildings. She felt that should be mentioned in different places in the job description. The definition of refuse should be clarified to future applicants do not assume it is city wide garbage collection. The current description lists some of the heavy equipment but not all of the equipment the applicant will need to operate. Flanigan will go over some minor changes with Hartzell with committee's approval.

Chairperson Davis would like to analyze the necessity of filling this vacancy. She would like some data on how it would impact the budget, also how it would impact the day to day operations of the DPW.

Hartzell stated that the department has continuously lost staff but the job requirements have remained the same. He feels his staff is being asked to maintain the level of services to the community with less employees. He stated that already there are jobs that are not getting done. Davis suggested looking at outsourcing some of the jobs that are not getting done.

Davis would like staff to gather information on the cost of the time spent on the major jobs that are done such as mowing in parks, brush chipping and snow removal in parking lots. She would like that data compared to the cost of hiring some of these jobs out.

The committee suggested we post the position and collect applications while doing the analysis of the cost.

A Davis/Wellnitz motion to approve staff to advertise for the vacant DPW position but table lifting the hiring freeze passed on a 3/0 roll call vote.

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

Ramona Flanigan/wjl  
City Administrator