

CITY OF EDGERTON
CITY HALL
12 ALBION STREET
PERSONNEL COMMITTEE
Tuesday, September 3, 2019 at 7:30 p.m.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Friday, August 30, 2019.
3. Approve July 31, 2019 Meeting Minutes
4. Consider Municipal Services Director hiring process and schedule.
5. 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

**JULY 31, 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 and Utility Director Randy Oren.

Flanigan confirmed the meeting agenda was properly posted on Friday, July 26, 2019 at the Post Office, Edgerton Library, City Hall and the website.

APPROVE MINUTES: A Burdick/Braun motion to approve the July 1, 2019 Personnel Committee meeting minutes passed, all voted in favor.

PUBLIC WORKS DIRECTOR HIRING PROCESS: A list of tasks for hiring a replacement Public Works Director was distributed to the Committee. This list will aid in making decisions in the hiring process.

The Committee was asked to complete a survey which will assist in the development of the job description and the interviewing process. This survey will allow the Committee to rank the traits of the new DPW Director in importance or relevance. Staff suggested the title of the position be changed from DPW Director to Municipal Services Director. This title describes a broader nature of the position. The job has evolved to require this person has (or be able to learn) customer service skills, innovative problem-solving skills, plan review experience, construction project administration, and capital project planning experience. These are only a few expectations the Committee should consider. Flanigan stated the City of Edgerton will see changes in most of the department head positions as management staff retires. The changes will provide the City with the opportunity to restructure positions to utilize the employee skills and still meet the needs of the community.

The Committee discussed the results of the survey. The type of person the Committee is looking for is someone that can manage a staff with a democratic/participative manner and someone who is customer service and department focused. The Committee also felt that experience is slightly more important than education. They would like to see a person that will bring experience from previous positions to the job but will also be sensitive to the local culture and the needs of this specific community. Flanigan will draft a job description for the next meeting.

The Committee will need to determine if an outside "consultant" will be used during the hiring process. Consultants would bring valuable analysis to the interviewing process. They would assist in analyzing the answers given in the interviews. The Committee would need to determine where in the process they wish to bring in an outside consultant. Flanigan suggested the following outside personnel that could be considered: Dave Sauer, City Engineer; City of Evansville DPW Director; and Jim Kapellen. The Committee would like assistance from some professionals to aide in application review and interviews. Staff will contact the recommended personnel and determine their interest.

ID CARD POLICY: Chief Kowalski is implementing an ID Badge Policy for all city personnel. The Committee received a draft ID Badge Policy. Chief Kowalski presented a sample of the badge and also discussed the policy. The Committee suggested the following changes: an expiration date of 5 years from

issuance and the badges be a different color each renewal year. The ID Badge policy will be added to the employee handbook.

A Davis/Burdick motion to recommend to Council the approval of the ID policy with recommended amendments passed all voted in favor.

DPW PART TIME STAFFING: The Interim DPW Director would like to hire another part time staff person due to the temporary summer staff leaving. The budgeted funds for part time staff will be depleted by the end of August. Due to staffing changes there are funds available to hire one part time temporary employee for fall. This employee would be needed through October.

A Braun/Davis motion to approve funds for hiring a DPW part time staff 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

Memo

To: Personnel Committee
From: Staff
Date: 8/29/2019
Re: September 3, 2019 Meeting

Hiring Process for replacement of Department of Public Works Director position: Please review the attached, draft list of tasks for hiring a replacement for the Municipal Services Director (MSD) position so that we can make decisions about the process. The highlighted items are those we should discuss at this meeting.

Job Description/Advertisement/Written questions: Included in your packet is a draft job description, advertisement, and written questions that are part of the application.

Wage Range: The job ad should include the wage range for the position.

Position	Edgerton	Evansville	Milton
MSD		\$87,500 (with electrical utility)	
PW Director	\$75,033 (prior director)		\$90,521
Administrator	\$89,237	\$93,059	\$90,958
Utility Director	\$78,682		
Police Chief	\$82,500	\$83,782	\$92,248
PW Foreman		\$62,587	\$64,064

Outside Consultant: City Engineer Dave Sauer, and Jim Kapellen have agreed to participate in the hiring process as volunteers. Staff is in communication with the MSD from Evansville. The Committee should determine with which steps you wish to ask for assistance. Recommended order of priority:

- First interview

- Application review
- First interview question development
- Second interview
- Second interview question development

Who will select the semi-finalists for the first interview:

- Consultants and staff
- Consultants and staff reduce the number of applications to 15 and the committee would then pick the semi-finalist? OR
- The Committee reviews all applications and selects semi-finalists?

What is the ideal number of candidates the committee wants to interview?

Municipal Services Director Hiring Process

Task	Date	Consultants	Personnel Chair	Committee	City Staff
Complete committee survey	7/31			x	
Decide if hiring an outside consultant	7/31			x	
Approve job description	9/33			x	
Approve advertisement/wage range/written application questions	9/3			x	
Post advertisement: League of Municipalities online, City website, Facebook, PW list serve; Indeed	9/4				x
Select application review and interview team	9/3			x	
Select semi finalists list (application and written statement review) Apps due Sept 25	10/2				
Approve first interview questions	9/25			x	
Set up interviews	10/3				x
Hold first interviews, grade written responses	10/9			x	
Select finalists	10/9			x	
Approve second interview questions	10/15			x	
Hold second Interviews, select final candidate	10/17			x	
Complete reference checks	10/21				x
Make contingent offer	10/22				x
Complete background investigation	10/29				x
Complete medical examination	10/29				x
Negotiate Contract	10/29				x

Edgerton, WI Municipal Services Director

The City of Edgerton, Wisconsin (pop. 5,613) seeks a self motivated, energetic leader to direct its Public Works Department.

Located amid the rolling countryside of South Central Wisconsin, Edgerton is an ideal place to live and work. The Community boasts an excellent school system, abundant recreational opportunities, and small city charm with easy access to the metropolitan amenities of the Madison area and the University of Wisconsin.

This is a full-time exempt position that oversees the operations and activities of the City's Public Works Department. These operations and activities include parks, cemetery, streets, the stormwater utility, urban forestry, municipal buildings, and property code compliance. The position offers latitude to lead and grow a community focused department and staff.

The ideal candidate will be a curious, open-minded, customer-service oriented leader who has a passion and commitment to the provision of cost effective public services. The Director must be able to work collaboratively with the Common Council, Mayor, City Administrator, department heads, community members, business leaders and other governmental agencies. The ideal candidate for this position should also have a track record focused on strong customer service, human relations, leadership, managerial, and supervisory skills. Qualified candidates should possess proficiency in written and oral communications; computer operations; reporting and compliance with regulatory agencies; budgeting; municipal operations; and organizing people, projects and schedules.

Qualifications: Postsecondary education in Engineering, Public Works Management, Public Administration, Business Administration or a related field of study (Bachelor's degree is preferred); 5+ years in a public works management or a supervisory role; and a verifiable record of effective leadership and cooperation with community members, city administration and fellow department managers. Experience with water and sewer utilities is highly desirable. An equivalent combination of education and experience may be considered. Must possess and retain a valid State of Wisconsin driver's license and have availability to attend occasional evening meetings.

Salary Range: \$_____ (DOQ), with an attractive benefit package.

Residency: Candidate to reside within 60 minute travel time of the Department or to establish residence within one year of date of appointment as Director.

How to apply: Applications must be received at the address below, no later than 3:30 pm on September 18, 2019. A complete application will include a: cover letter; resume, references and a completed "Application for Employment". For a complete job description, benefits summary and employment application materials, contact the Edgerton City Administrator Office at: 608 884 3341 rflanigan@cityofedgerton.com or visit the website at www.cityofedgerton.com.

Mail or email cover letter, resume, references and completed application to rflanigan@cityofedgerton.com
Ramona Flanigan, Edgerton City Administrator, 12 Albion Street, Edgerton, WI 53534.

Selected candidate shall be offered the position subject to successful completion of background check, medical examination, and drug screening.

The City of Edgerton is an equal opportunity employer.

JOB DESCRIPTION
MUNICIPAL SERVICES DIRECTOR

POSITION OBJECTIVES

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. This position requires flexibility, ability to learn new skills, and superior public service skills. The areas of responsibility include: parks, cemetery, streets, stormwater utility, urban forestry, municipal buildings, and property code compliance. Experience with water and sewer utilities is desirable.

LEADERSHIP:

- Lead and motivate with integrity and honesty at all times.
- Foster a participative environment by encouraging employees to recommend practices and procedures that improve productivity, customer service, and job satisfaction.
- Work collaboratively with other city departments and department personnel to achieve productivity goals.
- Attend and be an active participant in meetings of: department heads, City Council, Public Works Committee, Parks Committee, Tree Board, Planning Commission, and other meetings as required.
- Document events and take actions of employee discipline when necessary.
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations and service improvements, including but not limited to customer concerns and regulatory compliance.
- Foster and participate in an environment of rewarding increases in knowledge of the industry, best practices and technology.
- Address and document concerns from the public regarding projects or issues through use of written communication, social media, and other forms of communication.
- Demonstrate, educate, train and ensure compliance with City personnel policies on conduct, employment, and safety.
- In times of emergency, coordinate with all agencies involved and serve in incident management role as needed.
- Attend trainings of pertinent professional organizations.
- Interpret provisions of the Municipal Code to developers, contractors, and the general public.
- Perform additional duties as may be directed by the City Administrator, City Council and/or committees.
- Consider past practices and local policies when updating policies.

PROJECT ADMINISTRATION AND PLANNING:

- Assist with the preparation of five-ten year capital plan for projects, equipment and buildings.
- Develop preventative maintenance programs for improvements, buildings and equipment.
- Meet with the city engineers, contractors, developers and vendors to ensure expected quality standards and timelines are met. Report on progress via written and verbal communication.
- Be available to address concerns from the public regarding projects through use of written communication, social media, and various forms of communication.
- Schedule and coordinate projects with utilities, City Engineer and City Administrator/Finance Director and communicate with public project information.
- Review construction, land use and development plans.
- Assist in bid processes, including technical reports, specifications, bid proposals and other activities related to purchasing or contracting.
- Be the liaison between the Department, other city departments, utilities (both municipal and others), schools, festivals, and local organizations.

OPERATIONS:

- Supervise Public Works Operators including evaluation, team building, project assignments, training, and discipline
- Maintain municipal services within regulatory compliance and complete required reports to outside agencies
- Ensures Public Works division coordinates with Building Inspection on code enforcement.
- Oversee the preparation and monitoring of the day-to-day work schedules and record keeping for the Public Works Department.
- Ensure proper training of staff for the operations, record keeping, and customer relations for the cemetery, arboriculture, and stormsewers.
- Ensure coordination with administrative staff, pool staff, and recreation leagues for park use, facilities and maintenance.
- Provide input and make recommendations to improve City operations.
- Issue street opening, sidewalk and erosion permits.
- Ensure code enforcement.
- Ensure that fleet and equipment are regularly maintained and inspected for safety and compliance with regulating bodies.

FINANCE:

- Prepare annual department operating budget.
- Evaluated cost of operations.
- Manage expenditures within budget throughout the year and report regularly to Committees.
- Responsible for regular inventory reconciliation of department assets.
- Assist with revenue and expense projections.
- Assist in bid processes, including technical reports, specifications, bid proposals and other activities related to purchasing or contracting.
- Oversee maintenance and accuracy of record keeping on labor hours, materials and expenses for work performed.

REQUIRED SKILLS:

- Five or more years of experience in project management, wastewater, water, roads, silviculture, stormwater or other utilities through internship, labor, supervision, education or other method for understanding of operations is required in lieu of formal education in civil engineering, construction management or similar discipline. Less experience required with added formal education is acceptable.
- BA/BS in public administration, construction management, business administration, civil engineering or related field is preferred, but not necessary with relevant work history.
- Three years of leadership, supervision or management experience preferred as a means to gain general experience and knowledge in human resources.
- General knowledge of preparing, monitoring, following or administering a budget preferred.
- Maintain a valid driver's license is required with the ability to obtain a CDL preferred.
- Capable of learning the proper and safe operations of equipment used at Public Works Department to ensure the safety of staff and the public. Managing or coordinating work place safety preferred.
- Capable of learning federal, state, and local laws and regulations regarding roads and stormwater. Knowledge of sewer and water utilities preferred.
- Experience with word processing and spreadsheets.
- Capable of learning software programs to improve record storage, planning and communication. Prior experience in using technology and understanding of practical application is required, prior knowledge of GIS preferred.
- Ability to understand and apply instructions, plans, prints, graphs and charts.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment, including within stressful situations.

Work Environment:

Generally supervise employees' work within the Public Works Department. This may include occasionally working or monitoring work conducted in the same working environments described in other position descriptions. These examples include but are not limited to: Working outside in the elements such as heat, cold, rain and sun; Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages; Potential to monitor operations of running snow plows during blizzard like conditions; Standing, walking, working and driving around or within moving traffic; Working or monitoring in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals; Inspections in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower; Inspections in an elevated or hoisted position on a pole, ladder or boom/bucket truck.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl or stand for extended periods of time. The employee is occasionally required to walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description of the Municipal Services Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Municipal Service Director
City of Edgerton
Written Questions

Instructions

As part of the application process, you must respond to the following questions in writing. Your written response must be submitted with the application materials by the deadline specified.

Your response to each question must be typed on separate sheets of paper with responses being one typed page or less.

Please respond to the following:

1. What qualities should an ideal Municipal Services Director for Edgerton have? Explain why you would be the best candidate.
2. As Municipal Services Director, how would you characterize your management style as it relates to your interaction with your supervisor, staff, employees and special interest groups in the community?
3. Describe your experience and accomplishments in the following three areas. For each area give the name of one person that can verify your accomplishment.
 - Managing and administering discipline
 - Team building and motivating employees
 - Project Management