

**JULY 27, 2016 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 5:30 p.m. Committee members present were Jonathon Frey, Candy Davis and Chris Wellnitz. Also present were City Administrator Ramona Flanigan, Utility Director Randy Oren and Council Person Matt McIntyre.

Flanigan confirmed the agendas were properly posted on Friday, July 22, 2016 at the Edgerton Post Office, Edgerton Library and City Hall.

APPROVAL OF MINUTES:

A Frey/Wellnitz motion to approve the December 16, 2015 Personnel Committee meeting minutes passed, all voted in favor.

DISCUSS 2017 BENEFITS:

Ramona stated that retirement will increase to 6.8%. This will affect the budget minimally. Health insurance will likely increase again. Management has discussed looking at alternatives to the state health plan with the employees. WEA insurance now offers a plan for municipalities. The staff is in the process of collecting information from the employees to see if this program will work for our needs. Once the forms are returned, the company will give us a cost and the analysis will be done.

DISCUSS 2017 WAGE ANALYSIS:

Evansville did a very comprehensive wage study in 2015. The city used this study for wage analysis in 2016. The staff is looking for any direction from the committee as to any additional wage analysis they would like. The committee suggested using the Evansville study to do the analysis for 2017.

MID-YEAR REVIEW OF DEPARTMENT HEAD GOALS:

The Committee discussed the timing of management staff evaluations. Currently the evaluations are done in February. Candy suggested setting aside a certain amount for wage increases for performance in the next budget. In February the evaluations will be completed and it would then be decided how much of the money set aside will be used for increases if any. Staff will create a spreadsheet showing the impact on the budget for each pay raise percentage. The committee would like to go through the goals mid-year and determine if the goals are being met. Each department head submitted their 2016 goals. Randy Oren was present to discuss his goals. Candy asked each department head to write an update on all the goals and submit to the committee. Ramona updated the committee on her goals. Other managers were absent. Candy would like to have the absent staff write down an update of their goals and put in the committee's mailboxes. The issue of goals can also be put on another agenda.

FUTURE AGENDA ITEMS:

The Committee will focus on budget for the rest of the year.

A Frey/Wellnitz motion to adjourn passed. All voted in favor.

Ramona Flanigan/wjl
City Administrator