

CITY OF MILROY

Special Meeting – Personnel Policy, wages, hours, benefits, raises and Pay Equity report
January 13, 2025

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

Mayor Sik called the meeting to order at 6:30 p.m., followed by the pledge of allegiance.
Councilmembers Present: Sik, Christensen, Olson, Haken and Miller.
Staff in attendance: Clerk/Treasurer Snyder and Public Works Director Duscher.
Guests: Tom Marks.

The purpose of this special meeting was to discuss the Personnel Policy, wages, benefits, hours and the Pay Equity report.

APPROVE AGENDA

Christensen/Haken unanimous to approve the agenda as presented.

CITY HALL/CLERK HOURS

Christensen/Haken unanimous effective 2/1/2025 to change the City Hall/Clerk/Treasurer hours to M-TH from 7:30am to 4:30pm, Fourth Monday of the month 7:30am to the end of the council meeting. The Thursday following this meeting date will be taken off to compensate for those hours already worked.

This will be revisited in three (3) months. All employees are paid hourly. Hours worked beyond the posted hours need to be approved by a personnel committee member prior.

PTO

Olson/Christensen unanimous to update the carryover of PTO hours for any employee to 312 per year with the remaining to be paid out that same year as it is earned.

There was discussion on the current hours that are in the books and pay out at their current rate. The council discussed paying these out this year. The current hours will be updated for the January council meeting and put on the agenda. PTO is given to the employees in a lump sum at the beginning of the year and pay raises are given to the employees on the anniversary date. PTO needs to be approved prior to use.

PUBLIC WORKS AGREEMENT WITH CITY OF LUCAN

Currently Lucan and Milroy Public Works employees have worked together if the other needs help with water/sewer issues, with no formal agreement in place.

Sik/Christensen unanimous to have Mayor Sik investigate a Joint Powers agreement with Public Works employees with the City of Lucan.

The current hours for this position as stated in the policy handbook is M-F from 7:30am to 4:30pm and this will remain the same.

HEALTH INSURANCE

Christensen/Miller unanimous to remove the pay increase towards health insurance for the clerk/treasurer and add \$1.53 to her hourly wage.

The city pays 100% of the single coverage and will determine an amount for the family coverage. Going forward the city could consider a contribution of \$1150.00 per month total. There needs to be transparency with the coverage for each employee.

Christensen/Haken unanimous to pay \$1150.00 per month total toward a family policy.

Clerk/Treasurer Snyder indicated the contribution to the employee VEBA accounts with the SWWC service coop are single (1200) or Family (2400), this was how it was set up initially with the deductible being put into it.

Christensen/Haken unanimous to continue the VEBA contributions.

WAGES

In 2020 & 2021 in lieu of a raise for the city clerk/treasurer was given extra pay towards her family health insurance policy. These amounts were equal to the percentage given to other employees for a wage increase. In

2020 - 3.8% / .94-dollar amount based on the wage receiving at the time (24.50) 2021- 2.4% / .59-dollar amount based on the wage receiving at the time (24.50). Average pay for a Public Works Director and Clerk/Treasurer is around \$30.00 an hour. Public Works is below average, and council will try to catch him up.

Olson/Haken unanimous to raise the Custodian wage by 45% (6.25 an hour).

Olson/Haken unanimous to raise the Public Works wage by 4.7% (1.19 an hour).

Olson/Haken unanimous to raise the Clerk/Treasurer wage by 2.7% (.81 an hour).

Haken/Christensen unanimous to approve and file the Pay Equity report.

ADJOURN

Haken/Christensen unanimous to adjourn the meeting at 8:00 p.m.

Approved on this 27th day of January 2025.

Betsy Snyder, City Clerk/Treasurer