

**Village of Shorewood Hills**  
**Personnel Committee**  
Draft Meeting Minutes  
Wednesday, October 9, 2013

1. **Call to Order** Committee Chairperson John Imes called the meeting to order at 7:05 a.m. Present were Mr. Imes and Committee members Erica Moeser, Mary Gulbrandsen, Paula Hogan and Jim Schneider. Barbara Center was excused. Village Administrator Karl Frantz, Municipal Judge Marilyn Townsend and Village Clerk Cokie Albrecht were also in attendance.
  - a. **Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.
2. **Approve previous meeting minutes** Ms. Moeser moved and Ms. Hogan seconded a motion to approve the minutes of the October 2, 2013 Personnel Committee meeting. Motion passed unanimously.
3. **Discussion regarding placement of Court Clerk/Administrative Assistant on pay grid and possible recommendations** (agenda item taken out of order) Judge Townsend discussed her memo to the Personnel Committee dated October 8, 2013. She asked the Committee to consider moving the Court Clerk position to Grade 10, up from its present classification of Grade 9, on the pay grid. She felt this would be appropriate given the responsibilities of the position, including a supervisory role, and the training it requires. After discussion, the Committee concluded Village personnel consultant Carlson Dettman had evaluated the Court Clerk position less than a year ago and determined the wages at Grade 9 were similar to those received by employees in comparable positions in other municipalities. The Committee took no action to change the placement of the Court Clerk/Administrative Assistant position on the Village's pay grid.
4. **Discussion regarding pending retirement of DPW Chief and future staffing and organization** (agenda item taken out of order) The Committee asked for clarification of staffing in 2014 with the retirement of the Fire/EMS Chief and Department of Public Works (DPW) Chief. Mr. Frantz said the 2014 budget includes funds to maintain Emergency Services Coordinator David Sykes but with the changes in Fire/EMS, the duties associated with his position will change. Mr. Frantz said that the future of the DPW Chief position has not been determined. He would like additional time to sort out staffing needs/allocations in 2014.
5. **Meet with departmental employees/officials regarding 2014 compensation, benefits and other personnel matters that may arise and possible recommendations**
  - a. **Administration** Staff reported that all was well with the Village's administrative side. Ms. Endres and Ms. Albrecht appreciated the job reclassifications and resultant raises received in 2013. Pool Manager Chris Carbon will be stepping down. He has indicated he will be available to help the new manager through the transition to his/her new job. Mr. Frantz mentioned the significant changes experienced in the Village—the switch to the Madison Fire Department for the provision of emergency services; the opening of the

new apartment buildings; and the retirement of several key staff members—will present new challenges.

- 6. Status of LTE Police Clerk hire and possible recommendations** The Committee expressed concern that Marty Davis, the Court Clerk/Administrative Assistant, needs relief. Could the new LTE Police Clerk's duties be performed by Mr. Sykes? Mr. Frantz replied that the position requires very specific training; Ms. Davis and Chief Pine would like to hire someone with experience. The budget includes funds to hire an assistant to work up to 10 hours a week. The Committee did not make a recommendation about the position/hire.
- 7. Discussion regarding part time police officer** Chief Pine's memo to the Personnel Committee dated September 27, 2013, outlined his request to hire a permanent part time police officer to provide additional coverage four hours a night starting January 1, 2014. Mr. Frantz, however, said he would like to wait and see how the demands on police resources change, if at all, next year. He said he feels part time officers should be scheduled to provide additional coverage, rather than hiring a new permanent employee, until policing needs are identified. After discussion, the consensus of the Committee was to evaluate the need for the permanent half time officer going forward. In the interim, the Police Department should be provided resources to schedule part time officers to assist as needed.
- 8. Meet with departmental employees/officials regarding 2014 compensation, benefits and other personnel matters that may arise and possible recommendations** (agenda item revisited) Mr. Schneider moved and Ms. Gulbrandsen seconded a motion to recommend to the Board of Trustees that employees on the pay grid receive a step plus 2% raise in 2014. Motion passed unanimously. Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to recommend to the Board that the employees who have stepped off the grid receive no less than a 3% raise in 2014. Motion passed unanimously.

Ms. Hogan was excused from the meeting at 9:00 a.m.

Ms. Gulbrandsen moved and Ms. Moeser seconded a motion to recommend to the Board that Mr. Frantz receive a 3% raise in 2014. Motion passed unanimously.
- 9. Consider accrual of benefits policy while on Workers Compensation** The Committee tabled its discussion of this item until its next meeting.
- 10. Set upcoming meeting dates** The next meeting of the Committee will be scheduled later.
- 11. Adjourn** Meeting adjourned at 9:05 a.m.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk