

**Village of Shorewood Hills**  
**Personnel Committee Approved Meeting Minutes**  
Tuesday, September 21, 2016 7:00 a.m.

1. **Call to Order** Personnel Committee Chairperson John Imes called the meeting to order at 7:03 a.m. Present were Mr. Imes and Committee members Mary Gulbrandsen, Anne Readel, David Vitse, Amy Neeno-Eckwall and Erica Moeser. Paula Hogan was excused. Village Administrator Karl Frantz 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. Readel moved and Ms. Gulbrandsen seconded a motion to approve the minutes of the Personnel Committee meeting of September 13, 2016. Motion passed unanimously.
4. **Consider part time position/hire/wage for Department of Public Works (DPW)** (agenda item taken out of order) DPW Chief John Mitmoen said the Crew is down one position with the long term illness of a regular full time employee. He would like to retain seasonal employee Kira Ruechel until November, 2016, to help with the DPW's fall workload. He felt a raise to \$15/hour would be appropriate. Ms. Gulbrandsen moved and Ms. Moeser seconded a motion to recommend that the Board of Trustee hire Ms. Ruechel as a limited term employee at \$15 per hour, effective September 19, 2016. Motion passed unanimously.
3. **Meet with Village staff by department to discuss compensation and employment matters and possible recommendations**

**Public Works Department:** The DPW staff, Mr. Mitmoen, Craig Steinle, Tary Handschke and Mark Moyer, joined the meeting at 7:10 a.m. The Crew members commented that since the department is down one position, their workload is heavy. The DPW building is currently crowded; the new cold storage building will help with equipment handling when completed later in 2017. The Crew recommended the Village continue to follow its equipment replacement plan. Mr. Handschke would like an increase in the On Call pay rate, which is currently \$100/pay period. The Committee will consider it at a future meeting. The DPW staff left the meeting at 7:40 a.m.

**Court:** Court/Police Clerk Martha Davis said she would like the Personnel Committee to consider the Court staff's feedback, separate from the Police Department's, in future Committee visits with staff. Ms. Davis is concerned about courtroom security; she plans to discuss possible options with the Municipal Judge prior to making a specific request. The Committee will consider the issue at a future meeting. Ms. Davis left the meeting at 7:50 a.m.

**Forestry:** Village Forester Corey George joined the meeting at 7:50 a.m. He distributed the "October 2015 Forestry Report" and the "Forestry and Park Narrative" for the 2017 budget as examples of his department's accomplishments/activities. He said the \$10/hour starting wage for summer interns is not competitive. Mr. George said he would like to hire a part time assistant for year-round work. Mr. Frantz said it would be helpful to combine the Forestry and DPW seasonal employee pool so the interns are utilized most efficiently. Additionally, a portion of the next full time DPW employee's time, when he/she is hired, will be allocated for Forestry activities. Mr. George said that one of this summer's employees, Carter Thomas, has agreed to work two half-days a week this fall.

Mr. George would like to see Mr. Thomas' wage increased from \$10 to \$12/hour; the Forestry 2016 budget would absorb the additional cost. Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to recommend that the Board of Trustee raise Mr. Thomas' wage to \$12/hour effective September 19, 2016. Motion passed unanimously. Mr. George left the meeting at 8:07 a.m.

- 5. Consider hire/wage for Police Patrol Officer to fill vacancy** Police Chief Denny Pine, Sergeant-Detective Corey Denzer and Officer Ashley Dostalek joined the meeting at 8:07 a.m. Chief Pine discussed his memo to the Personnel Committee dated September 14, 2016, regarding his recommendation that the Village hire current part time Officer John Pierce to fill the position recently vacated by Officer Nick Pine. Ms. Readel moved and Ms. Gulbrandsen seconded a motion to recommend that the Board of Trustee hire John Pierce as a full time patrol officer. Motion passed unanimously.

Chief Pine said a recommendation coming out of the Community Listening Forum of a few weeks ago was an increase in Shorewood Hills' community policing activities. The Department plans to initiate training in that: Officer Dostalek is scheduled to attend training and share what she learns with the other officers. There was a discussion of the Community Listening Forum, including the role of the Personnel Committee. Mr. Frantz said the decision to hold the Forum did not reflect on a specific officer; it was not considered a personnel matter. Instead, the Public Health and Safety Committee, which oversees police matters, took the lead in organizing the meeting.

Officer Dostalek will go on desk duty in mid-October. In that capacity she will help in the office, assist in the courtroom and work on community policing activities.

Mr. Frantz said the 2017 budget currently has a grid step plus 1% raise, the police officer adjustments recommended by the Personnel Committee at its meeting of September 7, 2016 and a 1% raise for those off the grid.

- 6. Consider bone marrow organ transplant leave policy**  
**7. Consider development of policy on leave donations from one employee bank to another**

Discussion of Agenda Items 6 and 7 was deferred to a future meeting.

- 8. Consider next meeting dates** The next meetings of the Committee will be Wednesday, October 12, 2016 at 7:00 a.m.  
**9. Adjourn** Meeting adjourned at 8:57 a.m.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk