

**Village of Shorewood Hills**  
**Personnel Committee**  
Meeting Minutes  
Wednesday May 9, 2018 7:30 a.m.

**1. Call to Order** Chairperson John Imes called the meeting to order at 7:34 a.m. Present, in addition to Mr. Imes, were Committee member Mary Gulbrandsen, Paula Hogan and Erica Moeser. David Vitse was excused. Village Administrator Karl Frantz, Police Chief Aaron Chapin, Public Works Crew Chief John Mitmoen, Pool Manager Erik Johnson and Village Clerk Karla Endres 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 approval of the February 15, 2018 minutes.  
Motion passed 4-0.

**5. Consider recommendation on seasonal hires and wage rates for Pool**

Eric Johnson (EJ) briefly summarized the interview process and that there were a majority of returning employees from last year. The assistant manager wages were increased to \$13.00 per hour instead of \$12.00. Next year the guard wages will be reviewed for increases since the concession staff is close in wage to the guard wages.

Ms. Gulbrandsen inquired if the staff was trained on sexual harassment.

EJ stated the staff are trained on the first night of training for sexual harassment. That is the first part of the training and then it moves on to practical job duties training.

Ms. Moeser moved and Ms. Gulbrandsen seconded a motion recommending approval of the pool wage rates and seasonal hires to the Board of Trustees.

Motion passed 4-0.

**3. Consider recommendation on seasonal hires and wage rates for Forestry and Public Works**

Mr. Frantz explained that Carter Thomas has been a great asset to the Forestry department throughout the school year and will be continuing employment with the village through the summer.

Ms. Moeser moved and Ms. Gulbrandsen seconded approval of the Forestry seasonal hires to the Board of Trustees.  
Motion passed 4-0.

Karl explained that the Village Staff would work to improve their sexual harassment and discrimination training. John Mitmoen briefly explained his memo and that he would like approval to hire Tucker Sandborn-Faris, Stephanie Hanke and Jackie Anderson.

Ms. Moeser moved and Ms. Gulbrandsen seconded a motion recommending approval of the Public Works seasonal hires to the Board of Trustees.

Motion passed 4-0.

**4. Consider recommendation on seasonal hires and wage rates for Four Corners and Land Recreation**

Ms. Moeser would like to see the co-directors at \$13.00 per hour instead of \$12.50 per hour to bring them in line with the Public Works and Forestry summer help.

Ms. Moeser moved and Ms. Gulbrandsen seconded recommendation of the seasonal hires for both Land Recreation and Four Corners with the wage increase for directors and co-directors to be at \$13.00 per hour.

Motion passed 4-0.

**6. Consider wage adjustment for Officer John Pierce**

Chief Chapin gave a brief background on John Pierce's probationary period that was successfully completed this past March. He explained that John is a fantastic employee and has been willing to help out where needed. There was an agreement with the previous chief that with John's hire, upon successful completion of probation, he would be eligible for a step increase.

Ms. Moeser moved and Ms. Gulbrandsen seconded a motion recommending approval of the step increase for John Pierce based on his completion of probation.

Motion passed 4-0.

**7. Consider temporary extension of full time benefits to Police Officer Dodsworth for covering vacancy while Police Officer Dostalek is on alternative duty and or leave**

Chief Chapin gave a brief background on the current staffing situation with Officer Dostalek's leave and that there will be a need to fill her position temporarily.

The committee tabled this agenda item until later in the meeting.

**8. Police Chief report on staffing, reorganization and recruitment for eligibility list Sargent, Police officer and any recommendations**

Chief Chapin is working on professional development within the department. He has sent officers to supervisor training to provide personal development for current employees. He stated that the Chief, Lieutenant and Detective have been working at night with the officers to give them feedback on supervisory roles. He then stated he would like to take the investigator role out of the Sargent position and make it an assignment instead of a position. He would reassign the sergeant position to go to the night shift or some alternative so they would have supervisor roles with both the B and C night shifts. There would also be a possibility for them to work a power shift to cover parts of both B and C shifts.

There was a discussion on adding an officer and the workload for officers on duty at the same time. Chief Chapin explained his eligibility list process for the sergeant and officer position.

No action was taken on this item.

The Committee returned to agenda item 7.

Ms. Moeser moved and Ms. Hogan seconded a motion recommending temporary extension of full time benefits to Officer Dodsworth while Officer Dostalek is on alternative duty.

Motion passed 4-0.

**9. Update on status of police contract negotiations**

Chief Chapin gave a brief update on the status of the bargaining unit. They are still waiting for a contract to review. He said in the future he would like to see the Sargent removed from the bargaining unit because of their supervisory roles with the officers who are in the bargaining unit.

Mr. Frantz would like to see the personnel policy manual inserted in the negotiated contract so that there are not many differences between employee's benefits outside the bargaining unit to those who are in the bargaining unit.

**10. Adjourn**

Meeting adjourned at 8:50 a.m.

Respectfully submitted,

Karla Endres  
Village Clerk