

**VILLAGE OF SHOREWOOD HILLS**  
**Personnel Committee**  
**Meeting Minutes - DRAFT**

**Tuesday, June 4, 2024 – 8:00am**

Location: Village Hall/Hybrid

1. **Call to Order:** Chair Carol Barford called the meeting to order at 8:03am.
2. **Roll Call:**  
Members Present: Chair Carol Barford, Cokie Albrecht, Mary Gulbrandsen, and Erica Moeser in person. Virtually were Greg Lampe and Laura Stephenson  
Members Absent: None  
Also in Attendance: Interim Administrator Karl Frantz, Clerk-Treasurer Julie Fitzgerald, and Deputy Clerk-Treasurer Chrissy Kahl
3. **Note compliance with open meetings law:** Kahl confirmed that the meeting was properly noticed.
4. **Approval of meeting minutes from April 11, 2024: Lampe moved, seconded by Gulbrandsen to approve the April 11, 2024 minutes. Motion carried.**
5. **Consider adjustment to Pool Manager salary due to Federal FLSA rule changes defining and delimiting the exemptions for Executive, Administrative, Professional, Outside Sales and Computer employees:** Frantz gave an introduction to this item. He has spoken to Pool Manager, Dane Sheehan, and he prefers to remain salaried and not track overtime. Discussion included: consider change from salaried to hourly; research what other pools/seasonal workers are doing with these law changes; see what happens as far as hours during this summer/collect information/and impact; address how the Pool Manager's 40 hours/week are spent during the off-season; current salary was set low due to off-season volume of work.  
**Gulbrandsen moved, seconded by Moeser to increase the Pool Manager's salary to \$44,000.00 effective June 16, 2024. The Personnel Committee to study and make a decision by mid-December for the ensuing year in consultation with the Pool Committee. Motion carried.**
6. **Update and possible action regarding resignation and ensuing recruitment of Parks/Horticulturist Manager (Forester):** Barford introduced this item. Discussions were had at the last Parks Committee meeting with current Forester Adam Lohrmann and Forestry Assistant Patrick Finnegan on what they felt are the important characteristics and qualifications of the next Forester. Lohrmann provided a list which was provided in the meeting packet. Discussion included: role of Personnel Committee in hiring; involvement of Parks Committee for interviews; allow staff to revise the job posting and job description to get it posted to allow it to get done as quickly as possible; add Lohrmann's suggestions to the job posting; add to the job description that the role includes supervision of staff and working with contractors; would former part-time Forestry Assistant be interested in coming back temporarily to help interim; results of exit interview at next meeting. **Albrecht moved, seconded by Gulbrandsen to request staff to modify the job posting as discussed and permission to post the Forester job. Recommend participation of one member of Parks Committee and one member of Personnel Committee and Village Administrator in the interviews. Motion carried.**

7. **Update and possible action regarding recruitment of DPW Crew Member:** Frantz said the job is posted and many have applied through Indeed, many are not qualified. A few do have a CDL and are well qualified. The job posting is open until June 30, 2024. Frantz will reach out to the qualified applicants to request them to submit a cover letter and resume. Discussion included: at least one member from Personnel Committee be involved in the interviews; the member from Personnel Committee will be decided once the interview date(s) are determined.
8. **Update on status of Police Department staffing:** Barford reviewed that Officer Gurel has returned as a full-time officer and Officer Maginot is coming on full-time from being a part-time officer. Discussion included: officers who have recently quit; increased part-time officer pay rates to attract a couple more PT officers has been decided by Administrator Frantz.
9. **Update on Administrator search:** Barford gave an overview. The Village Board made a decision and an offer to hire a new Administrator. Interim Administrator Frantz is working with PAA on an offer. The Board will hold a special meeting on Wednesday, June 5, 2024 to appoint the new Administrator. The new Administrator could potentially start on July 15, 2024.
10. **Future agenda items:**
  - a) Personnel Policy Manual Revisions
  - b) Results from the Forester exit interview themes – possible closed session
  - c) Update on part-time police officer pay rate and status updates
  - d) Barford report back on any Personnel items from the Board
11. **Next Meeting Date:** Tuesday, July 2, 2024 – 8:00am at Village Hall/Hybrid
12. **Adjourn:** Albrecht moved, seconded by Moeser to adjourn. Motion carried. Personnel Committee adjourned at 9:22am.

Respectfully Submitted,

*Chrissy Kahl*  
*Deputy Village Clerk-Treasurer*

# Memorandum

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**To:** Personnel Committee

**From:** Karl Frantz, Interim Village Administrator

**Date:** 6/27/2024

**Re:** Background Information for Personnel Meeting

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**Temporary Wage Adjustment for Forestry Assistant** – The resignation of the Village Forester has necessitated that the Forestry Assistant (Patrick Finnegan) assume additional duties. These include interfacing with residents, contractors who are working for the Village as well as contractors on outside projects including MG&E and Madison Metro Sewerage District. He also must organize work and supervise seasonal summer employees. Staff here are providing support and resources to help through this period of time, but additional compensation until a new Forester is hired seems warranted. Additional compensation was provided to our new DPW Superintendent for the period of time he assumed additional duties when the Superintendent position was vacant.

Currently the employee is in Grade 7 Step 3 \$20.08 per hour. The wage adjustments for the interim Superintendent included two \$3.00 per hour adjustments made one month apart from \$29.97 to \$32.97 and then \$35.67 and finally \$39.07 when he was hired as Superintendent. The Department Head Forester position is Grade 13 and step one is \$25.50.

I believe an hourly adjustment in the \$3 - \$4 range should be considered retroactive to June 9. A copy of the salary grid is also enclosed.

