

Village of Shorewood Hills
Special Meeting of the Board of Trustees
Approved Minutes

Thursday, April 27, 2017 7:30 a.m.

1. **Call to Order** Village President David Benforado called the meeting to order at 7:31 a.m.
2. **Roll Call** Members of the Board present were Mr. Benforado and Trustees Fred Wade, Anne Readel, Felice Borisy-Rudin, John Imes and David DeVito. Mark Lederer was excused. Also in attendance were Village Administrator Karl Frantz, several members of the Police Department staff including: Chief Denny Pine, Lieutenant Courtland Martens, Detective-Sergeant Corey Denzer, Officer Jaime Weitzel, and Police/Court Clerk Martha Davis; Deputy Clerk Karla Endres and Village Clerk Cokie Albrecht. Two visitors were in the audience.

Mr. Benforado welcomed Mr. DeVito to the Board. He explained that Mr. DeVito was appointed to fill the vacant Trustee seat at the April 18, 2017 Board meeting. He will take the oath of office at the May 15, 2017 Board meeting. Today, however, Mr. DeVito will be considered an active Board member.

3. **Statement of Public Notice** Mr. Frantz confirmed the meeting had been properly posted and noticed.

4. **Board Matters**

i) Review and approval of processes to be undertaken involving the recruitment of a new Chief of Police and Police Department management during the interim period The Village Board discussed the pending retirement of Chief Pine and impending recruitment to replace him. Mr. Wade moved and Mr. Imes seconded a motion to authorize the following actions:

1. The Riseling Group be retained to provide interim on-site Police Department management, organizational analysis, and to assist with recruitment of a new Chief of Police. Management services shall be reimbursed at \$7,256 per month beginning June 5, 2017 not to exceed four months without further Village Board authorization. Management services shall include review, revision and development of Police Department policies and procedures to include processing through the Public Health and Safety Committee and Village Board. Mr. Jerry Jansen, Senior Consultant, The Riseling Group, and former Police Chief, Village of Shorewood Hills, will provide onsite management of the Police Department. He shall also provide lead consulting support on the policies and procedures, review development, and recruitment assistance.
2. Perform an organization analysis and prepare a report that shall not exceed \$10,000 without further Board authorization that shall include the following elements:
 - Staff interviews
 - Review of staffing levels/hierarchy/management positions
 - Processing and storage of evidence
 - Organizational audit
 - Policy and procedure review and development

3. The Village Attorney is authorized to prepare a scope of services agreement as outlined above in consultation with the Village Administrator. The Village President is authorized to enter into the agreement at a total cost not to exceed \$39,024.
4. The Personnel and Public Health and Safety Committees will be apprised of and engaged in the recruitment, and the Personnel Committee will be the lead in the selection process and in turn the Village Board.
5. The Public Health and Safety Committee will be apprised of and engaged in the policy and procedures development and review process and in turn the Village Board.

Motion passed 5 – 0 (Mr. DeVito was excused from the meeting at 8:15 a.m., prior to the vote).

5. **Adjourn** Meeting adjourned at 8:20 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk