

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Tuesday, October 3, 2017 7:00 a.m.

1. **Call to Order** Chairperson John Imes called the meeting to order at 7:07 a.m. Present, in addition to Mr. Imes, were Committee members Mary Gulbrandsen, David Vitse and Amy Neeno-Eckwall. Erica Moeser and Paula Hogan were excused. Village Clerk Cokie Albrecht was also in attendance
 - a. **Note compliance with open meeting law** Ms. Albrecht confirmed the meeting had been properly posted and noticed.

2. **Approve minutes from previous meetings** Ms. Neeno-Eckwall moved and Mr. Vitse seconded a motion to approve the minutes of the regular and closed sessions of the Personnel Committee meeting on September 28, 2017. Motion passed unanimously.

3. **Meet with departmental employees regarding 2018 compensation and other employment matters that may arise**
 - a. **Police** Chief Aaron Chapin, Sergeant-Detective Corey Denzer and Court Clerk/Police Department Administrative Assistant Martha Davis attended the meeting. Sergeant-Detective Denzer said that compared to other Dane County municipalities the wages of Shorewood Hills' command level staff are too low. Ms. Davis said that she appreciated the decision to have a sworn officer attend court hearings. She had been concerned for her safety in the past and the officer's presence has been reassuring. She is hopeful her computer will be replaced soon—it is old and slow. She was disappointed to not have been included in the conversations about the Village Clerk's succession. There are limited opportunities for advancement in Shorewood Hills' government and she would have liked to have been considered when the Village Clerk's duties were being reassigned. Ms. Davis feels her court and police responsibilities are more than a fulltime job. In the past her position had assistance from other Police administrative staff; that help is no longer available. Ms. Davis said her duties require a variety of skills but she has no back-up personnel trained and available to assume her tasks when she is out of the office. The Committee discussed safety: Chief Chapin said that the implementation of security measures requires an analysis of probabilities with a consideration of cost. The use of a "panic button" to summons help in the Court Room might be worthwhile to explore.
 - b. **Public Works** At 7:55 a.m. the Police left the meeting, and the Department of Public Works (DPW) staff joined it. They included Public Works Chief John Mitmoen and crew members Mark Moyer, Tary Handschke, Craig Steinle and Bryan Bennett. Mr. Mitmoen said that the DPW staff would appreciate a raise comparable to this year's: grid step plus 1% and 2% for those off the grid. Mr. Mitmoen would like a provision for overtime in his salaried position since he is required to work many hours beyond 40/week. Further, his administrative tasks require time away from his public works duties, increasing his hours/placing additional workload on other crew staff. The rent of the Pool to the UW swim team this fall has been problematic for the DPW since historically this is the time they have allocated for closing the Pool for the season—the crew will have other tasks to accomplish later in October and a hard frost now could damage Pool equipment. The DPW staff agreed equipment storage is tight. A space-needs study determined that the department needed 6,000 square feet of additional storage; the building under construction is that size but Mr. Mitmoen said 20% of that will be allocated to the Police Department. If the Village continues to follow the equipment replacement schedule, their department's equipment needs will be met. Mr. Handschke and Mr. Stienle share on-call duties—they each take weekly shifts—and would like to see the on-call compensation increased. It

currently is \$100/week, one of the lowest in Dane County. If they respond while on-call, the overtime wages they earn boost their pay for the week. If they are not required to work, however, being on-call impacts them without providing adequate compensation (i.e., 24/7 for the on-call week they have to remain within a half-hour's drive of the Village; no alcohol is allowed; etc.). Mr. Handschke suggested that the Village consider a two-step pay plan for on-call work: for example, \$150 a week if they are not called in; \$100 if their on-call pay is supplemented by the overtime wages paid for responding. Mr. Moyer said that the DPW could use more help with cleaning. The crew is down a portion of a staff person since, unlike the recent past, one of them now has cleaning duties several hours a week. Mr. Handschke asked the Personnel Committee to consider broadening bereavement leave; he feels the definition of "immediate family," as applied to bereavement, is quite restrictive.

c. Forestry The DPW members left and Village Forester Corey George joined the meeting at 8:30 a.m. Mr. George distributed a copy of the "Forestry and Parks Narrative" that he had prepared for inclusion in the 2018 Budget document. He said he has appreciated the assistance he has received from the DPW—the crew has allocated a significant amount of Mr. Stienle's time to assist with Forestry duties. Mr. George would like to see that arrangement formalized so he can plan on the help. The Bobcat utility vehicle gets a lot of use by DPW, Police and Forestry, particularly in the summer. The rental of an additional Bobcat for the summer season would be on his equipment wish list. Mr. George believes the Emerald Ash Borer (EAB) has arrived in the Village—some trees seem to be showing symptoms of the disease, although the beetle has not been found. Mr. George is hopeful the Village will not be seriously impacted since less than 150 of the public trees are ash. The Forestry Department is treating ~ 80 trees for EAB biennially, largely financed by donations. Mr. George asked the Committee to review the placement of his position on the pay grid. He has stepped off the grid so his raises have been smaller than in the past. He feels he has many of the responsibilities of a department head, including budgeting, purchasing supplies, managing contractors, and supervising seasonal and volunteer staff.

d. Administration Mr. George left and the Administrative staff, including Deputy Clerk Karla Endres, Emergency Services Coordinator David Sykes and Administrative Assistant Betsy Kramer joined the meeting at 8:57 a.m. Ms. Endres said the data loss associated with the server crash has significantly impacted the Administrative staff—all of them have been working additional hours. Ms. Kramer said that Cheri Carbon, with whom she shares the position, and she work part time so do not qualify for leave time or longevity. They would like the Village to consider extending those benefits to them. Additionally, Ms. Kramer said Ms. Carbon and she assumed some of the Records Clerk's duties when he retired, with no increase in wage.

4. Adjourn Meeting adjourned at 9:20 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk