

**Village of Shorewood Hills**  
**Personnel Committee**  
Meeting Minutes  
Tuesday June 12, 2018 7:30 a.m.

**1. Call to Order** Chairperson John Imes called the meeting to order at 7:30 a.m. Present, in addition to Mr. Imes, were Committee member Mary Gulbrandsen, David Vitse and Erica Moeser. Paula Hogan was excused. Village Administrator Karl Frantz, Police Chief Aaron Chapin 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. Gulbrandsen seconded approval of the May 9, 2018 minutes with proposed changes to the motions.

Motion passed 4-0.

**3. Consider recommendation on seasonal hires and wage rates for basketball and tennis**

Ms. Moeser moved and Ms. Gulbrandsen seconded a motion recommending approval of the basketball and tennis hires and wages.

Motion passed 4-0.

**4. Consider recommendation on hire of Community Service Officer**

Aaron Chapin gave a brief background on the need to hire a new CSO.

Ms. Moeser moved and Ms. Gulbrandsen seconded a motion recommending approval of the hire of Officer Boyd as a CSO with potential to be a part time officer based on a successful background process.

Motion passed 4-0.

**5. Consider establishing standard outside charging rates for police officers performing reimbursable work**

Aaron Chapin briefly explained the reasoning for police protection and the need to charge for the services outside the officer's normal schedule. He is suggesting the Village bill at \$60 per hour for any officer that provide services outside a village sponsored event. He would like to also pay part time officers at an overtime rate for events like this.

Policy manual change: to also include "if it is a billable event" the officer will be paid at overtime rates.

Ms. Moeser moved and Mr. Vitse seconded a motion recommending a billable rate of \$60.00 per hour with a two hour minimum as well as the personal policy change to allow part time officers to be paid overtime rates for billable events.

Motion passed 4-0.

**7. Update on recent police hires**

Aaron Chapin updated the committee on the hire of Officer Dodsworth and the promotion of Officer Weitzel to Sargent. Officer Dostalek has been selected to be the investigator and the committee will need to discuss a way to compensate her for investigator duties outside of her Police Officer wages. He also gave an update on the training status of part time officers Shawn Allbough and John Maginot.

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

The union needs to write a contract. No update.

**10. Adjourn**

Meeting adjourned at 8:15 a.m.

Respectfully submitted,

Karla Endres  
Village Clerk