

Village of Shorewood Hills
Personnel Committee
Meeting Minutes
Monday October 29, 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, Erica Moeser, Amy Neeno-Eckwall and Paula Hogan. 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 June 12, 2018 minutes with proposed changes to the motions.

Motion passed 5-0.

Mr. Frantz dismissed himself

Amy Neeno-Eckwall arrived.

3. Meet with non-bargaining unit staff on employment/benefit compensation issues

Department of Public Works- Tary briefly explained the cleanup efforts from the flood that have consumed a large amount of their time over the last couple months. John explained the mechanicals at the pool to all need replacing and they are in the process of getting bids for those repairs. They explained the various locations in the village that need clean up and repair as of today.

Tary explained the on call pay and compensation. There are currently two crew members that take call.

John explained that Maple Bluff doesn't take care of their own sewer issues and therefore it's not a fair comparison to the Village.

Tary stated it is strictly a compensation issue. He said they don't get called in often or for long usually. He suggested if they were to be called in, then they should get \$150 per week. If they don't get called in then they would get the \$100 per week. Tary believes he has maybe been called in six times this year.

John stated the way it is set up currently works for the crew. There is less complication with scheduling than there was in the past when they had a set schedule. Mort prefers not to take call and is available to assist at any time.

Ms. Moeser asked about any other issues with regards to equipment.

John explained the truck that is in bad shape will hopefully be replaced after the 2019 budget is approved. They are all really happy to have the cold storage building in the village.

Ms. Moeser asked about the staffing level.

John stated they are a half time position short. He believes they are adequate except when they get real busy with the leaves or situations like they had this summer. It would be nice to have another half time person to help mainly with mowing and cleaning of facilities.

Non-bargaining unit police- Ms. Moeser asked what is the retirement date of Corey Denzer.

Aaron explained they will have an issue with overtime due to Corey Denzer being out with surgery and Ashley Dostalek being out on maternity leave. He said that will drive his overtime up to fill those shifts.

Ms. Gulbrandsen asked if there has been a higher rate of gun activity in the Village.

Aaron stated not directly in the Village but right outside the village limits. They are using Twitter and Facebook to get the information out.

Ms. Gulbrandsen stated that maybe putting a flyer out on Election Day for "good practices" in the village with locking doors.

Aaron explained that there has been a juvenile gang stealing vehicles in the Village. Before the police can get their reports written the juvenile is bailed out and back on the streets.

Ms. Gulbrandsen said she sees the police officers out in the village more often as well as the crossing guard at Eagle Heights makes the kids get off their bikes and walk, which has made a safer community overall.

Aaron stated that Steven Boyd is a great asset to the village and he has been consistent with the parking enforcement over on Marshall Court. He is making strides over on Marshall Court which is helping minimize the amount of parking tickets handed out more and more because people are learning. Aaron also congratulated Courtland for stepping up to take on more management roles. Aaron also explained how appreciative he is to have

Marty Davis around. There is a program that she is the only one who knows that program at the village and she works hard to ensure all the correct reporting is done in a timely manner.

Aaron explained how his officers are scheduled and that he hopes to add an additional officer in the future to help with scheduling and avoid overtime. He has a Police Officer list that would be valid to select an officer from to fill that spot.

Courtland stated that the uniforms have increased in cost and that he would like to see the uniform allowance increased. He also brought up holiday pay and he would like to see it one for one on holidays for compensation. It would only be allowed for those that worked additional time on a holiday and not for those that didn't work the holiday.

Ms. Moeser stated it is easier to pay those extra hours with compensation and not just banking time.

Ms. Neeno-Eckwall asked if there was a backup for Marty when she takes time off work on the administrative side. Aaron stated that Bre is capable of 60% of what Marty does on the Police side and the Court portion of her position is covered by administrative staff when she takes time off.

Aaron stated that he wanted to make a point about compensation with regards to the bargaining issue with the police officers and sergeant position. He would like us to be conscious about that issue.

Courtland asked if the bargaining unit of staff changes the shift schedules, then does that affect the non-bargaining unit employees like himself who then don't have a choice and have to change shifts either way.

There are currently 5 in the bargaining unit. Once Corey retires, there will only be 4 left in the bargaining unit and he would like to see the Sargent out of the bargaining unit as well. That would leave just three in the bargaining unit.

Forestry- Corey explained that he is really interested in having a more permanent fix to having a part time staff help him out on a regular basis. He explained that he hired Adam as a 20 hour a week employee and he is working out great. He has experience and is able to work on his own for the most part with little to no supervision. Corey feels he can be looked at like a crew leader and supervise the volunteers. He explained that this would not eliminate the interns for the summer but would allow for more work to be done on a regular basis year round instead of trying to get it all done in the three months of summer. He said the crew is willing to help but isn't available at some of Corey's busiest times. He said it would be nice to have a little additional clothing allowance for the wear and tear on their clothes each day. Corey explained the issues with having enough trucks in the summer between the summer staff. He explained that it is tough on his personal vehicle for wear and tear on his own personal vehicle.

Ms. Moeser asked if it would be more of a management issue with the vehicles being used and therefore would eliminate the issue with the Forester not having the ideal vehicles to use.

Corey explained that the ATV is a great tool and that's why they are always in use. They work great for summer jobs but get a little chilly in the winter.

Administrative- Nancy stated she is really happy with her position here. David stated he is doing a lot of cross training and working many hours. David found a grant the Village was eligible for through our insurance and received stand up desks, great customer service. The Village had an audit completed for the computer crash.

5. Review and recommendation on 2019 compensation package

Ms. Moeser moved and Ms. Gulbrandsen seconded the recommendation on approval of the 2019 compensation package as 3% plus step for those eligible on the grid and 3.5% for those off the grid.

Motion passed 6-0.

6. Review on call pay level

Mr. Imes stated that this seemed like a compensation issue.

Mr. Frantz stated that the comparison is all over the board with different municipalities

Ms. Gulbrandsen stated she believes it would help if they had the third person in the on call rotation. She would suggest no recommendation.

Mr. Imes stated they will have no recommendation on the on call pay and will defer it to see if it is an issue next year.

Mr. Frantz stated that one of the reasons Bryan Bennett was hired is because of his background as a janitor in the Sauk Prairie Schools system.

Ms. Gulbrandsen asked if we could look into a part time cleaning service to come in once every two weeks.

Mr. Frantz stated we could get a quote on what it would cost for a cleaning service to come in once every two weeks.

7. Review and recommendation request on vehicle use reimbursement for Forester.

Ms. Moeser moved and Mr. Vitse seconded a motion to approve reimbursement to the Forester in the amount of \$808.75.

Ms. Moeser also stated that the Village has a liability issue by not having the Forester in a Village vehicle instead of his personal vehicle and that this should be resolved right away.

Motion passed 6-0.

8. Review and recommendation on creation of new police officer patrol position.

Ms. Moeser moved and Ms. Hogan seconded a motion to approve the recommendation on creation of a new police officer patrol position.

Aaron Chapin stated that it's best to have the investigator position on during the day for investigative purposes and therefore the patrol person would be out on the road and not in the office.

Ms. Gulbrandsen wants to be sure the Village is not adding another officer to the day time hours but managing the patrol officers to cover the shifts and have two officers on each shift.

Motion passed 6-0.

9. Review and recommendation on hire of part-time forestry position

Mr. Frantz explained the work load for the Forester and that he is a one person department. The Crew helps out when available but a lot of the jobs the Forester has to complete require assistance. He could use help year round and this would allow him to do so.

Ms. Gulbrandsen moved and Ms. Neeno-Eckwall approved the recommendation to hire a part-time forestry position.

Motion passed 6-0.

10. Update on status of police contract negotiations

Mr. Imes updated the committee that the negotiations are moving forward and there is a new contract to review by the negotiation committee.

4. Municipal Judge Salary and any recommendation

No action was taken on this agenda item.

Ms. Gulbrandsen stated this has been more of a service job like the Board of Trustees and there isn't a shortage of individuals interested.

11. Adjourn

Meeting adjourned at 9:40 a.m.

Respectfully submitted,

Karla Endres
Village Clerk