

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

## ADMINISTRATIVE AND PERSONNEL COMMITTEE

Monday June 21, 2021 8:30am \*

\* Park View Room

**or via Zoom:**

<https://us02web.zoom.us/j/85386269195>

Meeting ID: 853 8626 9195

+1 312 626 6799 US (Chicago)

## AGENDA

### 1. Call meeting to order

### 2. Review and act on minutes

*Documents:*

[AP41221md.pdf](#)

### 3. Review and act on change of tax collection process from Town Bank to Waukesha County.

*Documents:*

[Tax Collection Process.pdf](#)

### 4. Review and possible action of proposed military leave policy

*Documents:*

[Memo- military leave 5\\_7.pdf](#)

[Village Military Leave policy draft-incl AP and BV chgs.pdf](#)

[Village Military Leave policy draft-incl APchgs\(BV redlined\).pdf](#)

### 5. Review and discussion on ARPA Funds and possible Uses

*Documents:*

[Agenda memo 5-13.pdf](#)

[ARPA-Eligible Use of funds.pdf](#)

[Possible uses of ARPA funds.pdf](#)

## **6. Review and possible action on video recordings of meeting.**

- Consideration of what meetings to record
- Consideration of how long recorded meeting should be maintained and available on web-site

## **7. Other Business**

## **8. Adjourn**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Michelle Luedtke, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

**VILLAGE OF ELM GROVE**  
**ADMINISTRATIVE AND PERSONNEL COMMITTEE**  
**April 12, 2021 \* 8:30 am**

Present: Chairperson Michalski and Trustee Haas in person. Via Zoom Trustee Kressin.  
Also Present: Village Manager David De Angelis, Finance Director Monica Hughes, James Gage, Police Chief, and Jason Kubiak, Police Lieutenant

1. Call to Order  
Chairman Michalski brought the meeting to order at 8:34 a.m.
2. Minutes  
Trustees Kressin and Haas moved and seconded to approve the December 14, 2020 minutes. Motion carried 3-0.
3. Review and possible action on archiving meeting recordings  
Dave De Angelis and Village President Palmer have received a number of inquiries about recording Village meetings and storing for later viewing on our Village website. This would be available through our current website software but we may need to purchase additional storage. We currently have access to some storage and pay \$3000 annually. For an additional \$3300 we would have unlimited storage. The Village does not have a legal obligation to do this but if chosen would need to store for approximately 4 months. The Village may also choose to do all meetings or only specific meetings, such as Board of Trustees and Plan Commission. The committee discussed noting that many communities do record meeting, what additional work is involved for staff, and legal ramifications. Committee members supported the idea but asked staff to look into what additional work/time would be involved before a final decision was made.
4. Review and possible action on temporary police staffing increase  
Jim Gage, Police Chief, explained his request to moving forward with hiring two additional police officers, one at July 1, 2021 and one at October 1, 2021. Chief Gage explained that he will have an officer leaving for a 1 year military obligation at the end of May. This will be an unpaid leave of absence. He also indicated that the department will have 2 retirements within the next year. Assistant Chief Hennen has expressed that he plans to retire in late 2021 or early 2022 and Police Chief Gage, himself, also plans to retire by end of the first quarter of 2022. Hiring of the first additional officer in July would not increase the department wages as the officer on military leave will be unpaid. The second officer in October would have a cost of approximately \$28,500 to the Village and would need to be funded out of the current contingency budget. Chief Gage pointed out that he believed it is important to get additional staff hired and trained as the department will be transitioning to new administrative staff within the year. The decision on hiring for the administrative positions will be up to the Police and Fire Commission, but Chief Gage stated that the department has been developing its current staff for these rolls, is well positioned for a smooth transition, and the Commission can choose to hire from within. Trustee Haas and Kressin moved and seconded to approve the hiring of these 2 positions per the schedule of July 1 and October 1, 2021. Motion carried.
5. Adjourn  
Trustees Kressin had another commitment and had to leave the meeting. At that point there was no longer a quorum and the meeting concluded at 9am. The remaining items on the agenda will be discussed at the April Board meeting.

Respectfully submitted,

Monica Hughes  
Finance Director



**DATE:** May 4, 2021 2021

**TO:** **Administrative and Personnel Committee**

**FROM:** Village Clerk Luedtke  
Finance Director Monica Hughes

**RE:** Tax Collection Process

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Staff is currently evaluating the tax collection process as our bank, Town Bank, is changing their services for tax collections for their bank customers and are implementing fees. In the past, the Village and Town Bank have had an agreement that both entities would collect tax payments and issue receipts to the residents. With the addition of COVID, the options changed based on social distance requirements and recommendations. In 2020, the Village forwarded all payments to the bank – recommending their drive thru as a COVID friendly option.

On April 13, 2021 – Village staff met with Town Bank to discuss tax collection. Town Bank determined they no longer wish to accept tax payments at the local branch; this includes the giving of receipts. Town Bank offered 3 options to the Village:

1. Utilize a Town Bank partnered Lockbox out of Milwaukee
2. Have the Village collect 100% of the tax bills.
3. Have Waukesha County collect the tax bills.

Currently, tax bills are mailed to all residents in mid-December with the first installment due by January 31<sup>st</sup> of the following year. After January 31<sup>st</sup> all outstanding real estate tax bills are collected by the county at no charge. All tax bills are sent out with a pre-addressed envelope to Town Bank to facilitate payment by mail. Town Bank has been processing the payment, depositing the funds to our account and sending us a list of payments that are then entered into our system by Village general government front office staff. The daily receipts are balanced to Town Bank, our receipt system, and then forwarded to the county for posting to the tax roll. Taxpayers can verify and print a receipt from the Waukesha County web-site within a few days of payment. There is also the ability to make payment on-line for a small fee.

**Based on the options the bank has provided, please note the following for each:**

Option 1: Utilize a Town Bank partnered Lockbox out of Milwaukee.

- ❖ Town Bank will not continue to process payments as they have in the past.
- ❖ The option offered by them would be to sign a contract with Town Bank at a rate of approximately \$1.80 per parcel, which may be partially offset depending on our bank balances and volume.
- ❖ **No receipts will be given to the residents.**
- ❖ Pre-addressed envelopes would be mailed to Milwaukee lockbox address.
- ❖ Any payments received by the local branch or the Village would be forwarded to the Milwaukee processing location.
- ❖ A spreadsheet will be mailed to the municipality – the municipality will then need to re-enter the information individually into our software to account for the payment.
- ❖ Daily reporting to the County.



- ❖ Village staff will be responsible for balancing the batch and transmitting to the county.
- ❖ NSF checks will need to be addressed by the Village staff.
- ❖ Possible weekend drop box checks to prevent overflow.

Option 2: Have the Village collect 100% of the tax bills

This option would prove challenging for the Village. In past years' we had 2 full-time general government front office employees and brought in a part-time employee( college student) during late December and January to assist. We changed the positions to part-time a number of years ago and began using Town Bank for the mailed payments. We have also not been able to find an available seasonal employee in recent years. This has often forced professional staff to step away from their job duties to assist with collection. Year end is one of the busiest times of the year and this compounds the tight schedule and challenges the limited workforce available. This also does not address any social distancing or moving to a more automated process. This also limits the ability of staff to take time off during the holiday season.

Option3: Have Waukesha County collect the tax bills

Waukesha County provides full tax collections to municipalities for a fee of approximately \$2.25 per parcel.

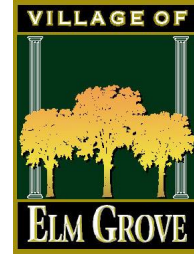
- ❖ This includes the collection of all payments, the distribution of all letters, ACH deposits to our bank, daily reporting, overpayment lists, reconciliation of settlement figures, reverse check review and contact.
- ❖ The County would accept payments by post mark date OR municipal stamp date.
- ❖ **The County will mail receipts to the residents. (\$0.55 cents included in the price per parcel). A copy of the receipt is attached.**
- ❖ The Village would forward payments to the County "in a timely manner" per the contract.
- ❖ The Village would issue overpayment checks when original check clears (73 overpayments for 2020).
- ❖ The Village would send disbursements for January and February.

The County collects taxes for 13 municipalities in Waukesha; Town of Brookfield, Town of Delafield, Town of Waukesha, City of Delafield, Village of Dousman, Village of Lac La Belle, Village of Lannon, Village of Menomonee Falls, Village of Merton, Village of Nashotah, Village of Oconomowoc Lake, Village of Pewaukee, Village of Wales.

All of the above options come with additional costs; Town Bank will be implementing a lockbox process with a transaction cost per parcel, the Village would need to consider additional help during the tax season and the County has an identified fee per parcel.

In reviewing the options above, staff recommends utilizing the County collection system. On top of all of the services in the County contract, the staffing is guaranteed, the extra processes we struggle with during year-end would be eliminated, and the accuracy of dealing straight with the County would be beneficial for those one off situations that garner so much individual time.

In reviewing the budget we believe there are savings in the general government wage line that can be redirected to funding most of the County fee. We would reduce the budget for seasonal help (which has not been used in recent years) by \$3000. One of our current part time administrative assistants is also limited in the amount she can earn per year due to Social Security limits. There will be a savings in wages of approximately \$2000 in 2021 and moving forward.



# MEMO

TO: Administrative and Personnel

FROM: Monica Hughes

DATE: April 8, 2021

*Updated May 7, 2021*

RE: Military Leave Policy

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The Village currently does not have a policy for military leave. We have not had an employee request this leave in the past but now have an employee that will be deployed for at least 1 year beginning in late May. Staff would like the committee to consider implementing a policy and also to address the current employee's benefits since they have not been specifically identified at this time.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is the federal law that defines an employer's obligations.

- USERRA requires an employer to allow the employee unpaid leave to satisfy their military obligations. USERRA also provides that an employee who is absent from work for military service is "entitled to such rights and benefits not determined by seniority".
- The law also guarantees employees continuation (at the employee's expense) of health benefits for the first 24 months of military service.
- Employees on military leave are entitled to the same non-seniority based benefits provided to employees on other leaves.

Attached is a draft of policy developed by staff for discussion and consideration. We believe this will help clarify the Village's obligations and the employee expectations.

*The committee reviewed a draft of the attached policy at its April 12th meeting. A number of recommended changes were identified to clarify specific areas. The policy has also been reviewed by our labor attorneys at Buelow Vetter and you will find attached their recommendations in the red-line version. These recommendations have now been incorporated into the draft included.*

*The draft includes the extension of health and dental insurance at the current employee costs for an additional 3 month period and also the extension of time off benefit earnings for 3 months. This is an example of what could be offered but the requirements are only those above under*

*USERRA federal law.*

*One of the questions during the committee discussion was what other healthcare option did the employee and family have during their active service. The military provides the option of TriCare for both the active military member and family. This is a regionally managed benefit program to meet the needs of military personnel. In Wisconsin the plan is administered through Wisconsin Physicians Service (WPS).*

## Village of Elm Grove Military Leave

The Village will grant an employee unpaid time off from work to fulfill their military obligation as defined under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees should notify their supervisor of any military service obligations as soon as possible to facilitate department scheduling. Military orders should be provided to verify the required leave of absence. It is the intent of the Village of Elm Grove to comply with current federal and state laws related to military leave. The below policy will be changed as needed to maintain compliance.

### **Military Leave of less than 30 consecutive days**

For leaves of less than 30 days, the employee will remain on active status without pay, but with existing benefits in place as an active employee. Employee time off benefits will continue to accrue and employee will be responsible for their share of any insurance premiums.

### **Military Leave of greater than 30 consecutive days**

For a leave of greater than 30 consecutive days, the employee will be placed on an unpaid leave of absence as of their last day of active work. They will remain as an employee with this status until their return from duty. At that time, upon their request to return to employment with the Village, and provided they are eligible to do so, they will become active employees with seniority as though there was no break in service.

### **Benefits while on leave:**

#### **Retirement: Village participates in the Wisconsin Retirement System**

Per the Wisconsin Retirement System procedure the employee is placed on unpaid military leave. There is no financial obligation for the Village during this time. Upon return to active work status, the employee has the choice to make up all, some or none of the total WRS employee-required contributions. This can be done over a period equaling three times the period of service or 5 years, whichever is earlier. Upon return to active work status, the Village as the employer will be responsible for the employer contributions and any interest that would have accrued on both the employee and employer contributions

#### **Life Insurance: Village participates in life insurance program through the WI State Employee Trust Fund**

As a participant to the state sponsored program the Village will adhere to the procedures of the plan. The employee on Military Leave will have 2 choices:

1. The employee may elect to continue the life insurance and may do so for up to 36 months. The employee is responsible for payment of the premiums and must make arrangement for payment during the unpaid leave.



2. The employee may elect to let the life insurance coverage lapse during leave and may then re-apply upon return to active status. The employee will not need to provide evidence of insurability.

### **Health and Dental Insurance:**

An employee on unpaid Military Leave may remain on the Village's health and dental plan for up to 24 months. During the first 3 months of Military Leave the employee is responsible for the employee share of the monthly premium and must arrange for timely payment to the Village. Thereafter, for the remainder of the 24 months, the employee may choose to continue coverage at his/her cost for the entire premium. .

### **Vacation, Sick and Holiday**

An employee on unpaid Military Leave will continue to earn vacation, sick and holiday benefits for the first 3 months of leave. After that period during the unpaid leave no such benefits will accrue. When the employee returns to active employment, those benefits will begin accruing again as of that date.

If the department the employee works in posts vacation, sick and/or holiday benefits as of January 1 for the upcoming year, thereby advancing benefits not yet accrued, the employee will only be eligible to use such benefits through the first 3 months of unpaid status. However, the employee will not be entitled to payment for any benefits posted on January 1 that have not been accrued by the end of the first 3 months of unpaid status. Therefore, any benefit time that has been used by the employee, but that was not earned by the end of the first 3 months of unpaid status, will result in the employee owing the Village for that time and it will be deducted from the employee's future paychecks or otherwise collected by the Village.

Example:

Employee anniversary date September 1 earns 80 hours (10 days) of vacation annually and 10 holidays. Both are posted on January 1.

Employee military service begins June 1

Employee will earn benefits for additional 3 months- through August 31

Employee used 6 holidays and 10 vacation days prior to June 1 leave.

Employee earned 4 holidays between January 1- August 31 so would owe the Village payback of 2 holidays

Employee earned 10 days of vacation from prior September 1-August 31 so would not owe the village a payback of vacation days.

### **Disability Insurance**

The Village provides long-term disability and short-term disability insurance to full-time employees. The Village contracts with outside insurance providers for this coverage. As part of the plan, employees must be actively at work and being paid to be eligible for coverage. Both of these plans terminate on the last day the employee is actively working. Upon return from Military Leave, the employee shall reapply for coverage.

## Reemployment

Employees eligible for reemployment upon completion of military service must return to work or apply for reemployment as follows, and may be required to provide documentation verifying service dates.

- 1-30 days of service: Report next scheduled work day after travel home and 8 hours rest
- 31-180 days of service: Apply within 14 days after completion of service
- 181+ days of service: Apply within 90 days after completion of service

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## Village of Elm Grove Military Leave

The Village will grant an employee unpaid time off from work to fulfill their military obligation as defined under [the federal Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#). Employees should notify [their](#) supervisor of [any military service](#) obligations as soon as possible to facilitate department scheduling. Military orders should be provided to verify [the required](#) leave of absence. It is the intent of the Village of Elm Grove to comply with current federal and state laws ~~related to in conjunction with~~ military leave. The below policy will be changed as needed to maintain compliance.

### **Military Leave of less than 30 consecutive days**

For leaves of less than 30 days, the employee will remain on active status without pay, but with existing benefits in place as an active employee. Employee time off benefits will continue to accrue and employee will be responsible for their share of any insurance premiums.

### **Military Leave of greater than 30 consecutive days**

For a leave of greater than 30 consecutive days, the employee will be placed on an unpaid leave of absence as of their last day of active work. They will remain as an employee with this status until their return from duty. At that time, upon their request to return to [employment with the Village duty, and provided they are eligible to do so](#), they will become active employees with seniority as though there was no break in service.

### **Benefits while on leave:**

#### **Retirement: Village participates in the Wisconsin Retirement System**

Per the Wisconsin Retirement System procedure the employee is placed on unpaid military leave. There is no financial obligation for the Village during this time. Upon return to active work status, the employee has the choice to make up all, some or none of the total WRS employee-required contributions. This can be done over a period equaling three times the period of service or 5 years, whichever is earlier. Upon return to active work status, the Village as the employer will be responsible for the employer contributions and any interest that would have accrued on both the employee and employer contributions

#### **Life Insurance: Village participates in life insurance program through the WI State Employee Trust Fund**

As a participant to the state sponsored program the Village will adhere to the procedures of the plan. The employee on Military Leave will have 2 choices:

1. The employee may elect to continue the life insurance and may do so for up to 36 months. The employee is responsible for payment of the premiums and must make arrangement for payment during the unpaid leave.
2. The employee may elect to let the life insurance coverage lapse during leave and may then re-apply upon return to active status. The employee will not need to provide evidence of insurability.

H:\employee handbook and policies\military\Village Military Leave policy- incl APchgs (BV redlined).docx H:\employee handbook and policies\military\Village Military Leave policy redline- incl GH changes.docx

### Health and Dental Insurance:

An employee on unpaid Military Leave may remain on the Village's health and dental plan ~~for up to 24 months, for up to 12 weeks.~~ During ~~the first 12 weeks of Military Leave that time~~ the employee is responsible for the employee share of the monthly premium and must arrange for timely payment to the Village. ~~Thereafter, for the remainder of the 24 months, the~~ employee may choose to continue ~~coverage after this 12 week period~~ at his/her cost for the entire premium, ~~and health reimbursement costs the same as a COBRA enrollee.~~

### Vacation, Sick and Holiday

An employee on unpaid Military Leave will continue to earn vacation, sick and holiday benefits for the first 12 weeks of leave. After that period during the unpaid leave no such benefits will accrue. When the employee returns to active employment, those benefits will begin accruing again as of that date.

If the department the employee works in posts vacation, sick and/or holiday benefits as of January 1 for the upcoming year, thereby advancing benefits not yet accrued, the employee will only be eligible to use ~~the accrued such~~ benefits through the first 12 weeks of after being placed on unpaid status. ~~Any additional hours. However, the employee will not be entitled to payment for any benefits posted on January 1 that have not been accrued by the end of the first 12 weeks of unpaid status will be forfeited. If the time~~ Therefore, any benefit time that has been used by the employee, prior but that was not earned by the end of the first 12 weeks of unpaid status, will result in, the employee will oweing the Village for that time and it will be deducted from the employee's final future paychecks ~~or otherwise collected by the Village prior to going on unpaid status.~~

#### Example:

Employee anniversary date September 1 earns 80 hours (10 days) of vacation annually and 10 holidays. Both are posted on January 1.

Employee military service begins June 1

Employee used 6 holidays and 10 vacation days prior to June 1 leave.

Employee earned 3 holidays between January 1- June 1 so would owe the Village 3 holidays pay

Employee earned 8.34 days of vacation from prior September 1-June 1 so would owe the village 1.66 days of vacation.

### Disability Insurance

The Village provides long-term disability and short-term disability insurance to full-time employees. The Village contracts with outside insurance providers for this coverage. As part of the plan, employees must be actively at work and being paid to eligible for coverage. Both of these plans terminate on the last day the employee is actively working. Upon return from Military Leave, the employee shall reapply for coverage.

### Reemployment

**Commented [BJW1]:** This example doesn't appear to account for the first paragraph in this section, which indicates the employee continues to earn paid time for the first 12 weeks of military service.

Employees eligible for reemployment upon completion of military service must return to work or apply for reemployment as follows, and may be required to provide documentation verifying service dates.

- 1-30 days of service: Report next scheduled work day after travel home and 8 hours rest
- 31-180 days of service: Apply within 14 days after completion of service
- 181+ days of service: Apply within 90 days after completion of service

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# MEMO

**TO:** Administrative and Personnel Committee

**FROM:** David De Angelis

**DATE:** April 30, 2021

**RE:** Agenda Item

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The Village will be receiving \$606,547 in funding from the America Rescue Plan Act. Those funds come with very restrictive instructions for their use and are limited to coronavirus negative economic impact, replacing lost revenues for the Village, premium pay for employees working during the pandemic and water, sewer or broadband infrastructure. In discussion amongst staff members regarding possible uses other than the obvious use for municipal water and better broadcasting facilities we believe there are multiple opportunities to make our facilities more touch free such as improved entry locks, door opening mechanisms and even potential automatic doors by the library entrance. I also believe there is the opportunity to remunerate our staff for the extra efforts that were and continue to be provided by staff during the pandemic.

Attached is a spreadsheet with some initial items for discussion to gain some insight and direction by the Board before moving forward with further investigations. Also attached is a brief explanation of eligible expenses.

If you have any questions please feel free to contact me.

# American Rescue Plan Act (ARPA) of 2021

Allowable Use of Funds. SFRF payments may be used to cover costs incurred prior to December 31, 2024, for the following purposes:

- a. to respond to the coronavirus pandemic or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b. to replace revenues lost as a result of the public health emergency caused by the coronavirus pandemic, for the purposes of providing government services;
- c. to make investments in water, sewer, or broadband infrastructure;
- d. to provide premium pay of up to \$13 per hour per worker, in addition to a worker's usual wage or remuneration (up to \$25,000 in total for any single worker) for workers employed by the state who perform essential work during the pandemic, or to provide grants to eligible employers that have eligible workers who perform essential work. The term "eligible workers" is defined as those workers needed to maintain continuity of operations of essential critical infrastructure sectors, as well as additional sectors designated by the Governor of a state or territory as critical to protect the health and well-being of residents of the state or territory.
- e. to transfer funds to private nonprofit organizations, tribal organizations, public benefit corporations involved in the transportation of passengers or cargo, or special-purpose units of state or local governments.

Restrictions on the Use of Funds. SFRF monies may not be used for the following:

- a. to either directly or indirectly offset a reduction in net tax revenues resulting from a change in law, regulation, or administrative interpretation during the covered period that reduces any tax (by providing for a reduction in a rate, a rebate, a deduction, a credit, or otherwise) or delays the imposition of any tax or tax increase. The covered period begins on March 3, 2021, and ends on the last day of the fiscal year in which all funds have been either expended, or returned to or recovered by, the Department of Treasury.
- b. for deposit into any pension funds.

**Village of Elm Grove**

**2021 American Rescue Plan Grant fund possible uses**

**Expected funds \$606,547**

Improvement to meeting broadcast software

Building upgrades for touchless use-

doors

bathroom fixtures- sinks and toilets

poolhouse- evaluate whole building

lockset entry system

automatic door hardware replacement

new external doors at library entrance of Village hall

new external door at poolhouse

Laptop for Richard

Municipal water

HVAC electrostatic filter for system

Employee hazard pay