

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

ADMINISTRATIVE AND PERSONNEL COMMITTEE  
Monday, December 14, 2020 \* 8:30 AM \* Park View Room

## AGENDA

**1. Call meeting to order**

**2. Review and act on minutes.**

*Documents:*

[AP101220md.pdf](#)

**3. Review and possible action regarding John's Disposal request for rate adjustment due to Covid-19.**

*Documents:*

[Memo- Johns Disposal Rate Adjustment request.pdf](#)  
[Johns Elm Grove 19-20 audit sheet- increased routes.pdf](#)

**4. May convene into closed session pursuant to Wis. Stat. 19.85(1)(c) to consider non-represented salaries for 2021.**

**5. May convene into open session to take action on any closed session items.**

**6. 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**  
**October 12, 2020 \* 8:30 am**

Present: Chairperson Michalski in person. Via Zoom Trustee Haas, Trustee Domaszek, Trustee Kressin  
President Palmer excused.

Also Present: Village Manager David De Angelis, Finance Director Monica Hughes and Jon Robinson, EMS Director  
and Nate Austin of John's Disposal via Zoom

1. Call to Order

Chairman Michalski brought the meeting to order at 8:33 a.m.

2. Minutes

Trustees Kressin and Domaszek moved and seconded to approve the August 10, 2020 minutes. Motion carried 4-0.

3. Review and approval EMS Directors request for company vehicle

Mr. De Angelis provided a summary of the request of the EMS Director indicating that the Village's cost would be the resale value of a squad coming out of rotation, approximately \$2500-\$3500, small additional cost of insurance and maintenance costs. Currently Richard Paul, DPW Director, is issued an older squad and the maintenance has not been high mainly replacement of tires and brakes. Dr. Robinson is requesting a vehicle which would have emergency lights and allow him to respond quickly from his residence. Committee members' discussion included concern of possible high maintenance costs for the vehicle, what type of lights would be allowed on this type of vehicle, the cost of lights, and possible options. Chairman Michalski brought up the fire department operations and what their supervisors are doing for lights on their vehicles and what would be the expectation for them in the future. It was noted that the Village paid for lights on retired Chief Selzer's vehicle but other members pay for their own. An option was brought forward to pay for lights on Jon's personal vehicle and that he could submit for mileage reimbursement for responding to calls. This would also eliminate restrictions and documentation on personal/business miles driven. Dr. Robinson agreed with this option. Trustee Haas and Domaszek moved and seconded to approve the option above of providing the light bar for the EMS Director's personal vehicle and submitting for mileage reimbursement of business use of the vehicle. Motion carried 4-0.

4. Review and possible recommendation regarding request from John's Disposal for fee adjustment

The contract with John's Disposal includes a fee adjustment annually in August reflecting the change in CPI and fuel costs. This fee may increase or decrease. This year due to the decline in fuel costs the fee would be reduced 1.97% under the contract. John's has requested holding the fee at the current rate reflecting the additional work involved this year due to COVID. This was discussed at last month's meeting and was tabled because committee members requested additional information on the additional work and costs to John's. Nate Austin was present and answered committee questions. Mr. Austin stated that the increased garbage and recycling has resulted in additional trips daily for the drivers back and forth due to limits on the truck size. This results in both employee costs and truck costs. Trustee Domaszek and Kressin supported further specific information before supporting this request. Trustee Haas and Michalski supported the requested but agreed with other members that John's should provide specific information if available. Mr. Austin indicated he has this information and will forward to Mr. De Angelis and will be revisited at the next meeting

5. Discussion of Village Manger's continued affiliation with ICMA

Mr. De Angelis provided history of his affiliation with ICMA which was on the request of the Board when he was hired. The Board expressed the wish that he become an affiliated manager through their program. Mr De Angelis has obtained this accreditation and has continued membership. He is now requesting to discontinue the membership as he is heavily involved in a number of state organizations and the annual cost

is approximately \$1000. Chairman Michalski and Trustee Haas moved and seconded to support discontinuing the ICMA membership. Motion carried 4-0.

6. Adjourn

Trustees Domaszek and Haas moved and seconded to adjourn at 9:07a.m. Motion carried.

Respectfully submitted,

Monica Hughes  
Finance Director

DRAFT



# MEMO

TO: Administrative and Personnel

FROM: Monica Hughes

DATE: December 7, 2020

RE: John's Disposal Rate Request

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Under the Village's contract with John's Disposal Service, the rates can be adjusted annually as of August 1 based on changes to the CPI and fuel prices. Under the current contract calculation the rates per household would decrease 1.97% or \$0.23 per month. Attached is a copy of the letter John's Disposal submitted in August requesting that the rate be unchanged for the upcoming 12 month period due to additional expense they have with the COVID-19 pandemic. The committee discussed at its August meeting and asked for a representative of Johns to be present at the October meeting to provide additional information. At the committee's October 12<sup>th</sup> meeting Nate Austin, from John's Disposal, attended via Zoom. He discussed the fact that due to Covid and many people being home the volume of garbage and recycling has increased. This translated into the drivers making more trips daily adding to time and truck usage. A number of committee members requested more definitive numbers to document the increased time. Attached is information we received from John's showing an estimated increase in tonnage for the 1<sup>st</sup> two quarters of 2020 compared to 2019 and increased driver trips. The committee should discuss this and come to a decision for the current year.

**Village of Elm Grove  
Annual Route Audit Comparison  
Q1 & Q2 2020 vs. 2019**

	<b>Tonnage</b>		
	<b>garb</b>	<b>recy</b>	<b>total</b>
<b>Q1 &amp; Q2 - 2020</b>	914.99	355.37	1272.46
<b>Q1 &amp; Q2 - 2019</b>	867.68	330.4	1198.08
<b>difference</b>	47.31	24.97	74.38
<b>% difference</b>	5.45%	7.56%	6.21%

<b>Service Day</b>	<b>Route Code</b>	<b>Driver</b>	<b>UTD Truck Loads / Day</b>		
			<b>2019</b>	<b>2020</b>	<b>Difference</b>
Monday	1114	G. Fairfield	3.4	4.5	1.1
Monday	1115	J. Cortez	3.5	4.6	1.1
Monday	1116	N. David	3.8	4.3	0.5
Monday	1117	C. Cavillo	3.6	4.8	1.2
Wednesday	1118	G. Fairfield	3.2	4.4	1.2
Wednesday	1119	J. Cortez	3.5	4.2	0.7
Wednesday	1120	N. David	3	4.2	1.2
Wednesday	1121	C. Cavillo	3.5	4.7	1.2
Thursday	1122	G. Fairfield	3.3	4.5	1.2
Thursday	1123	J. Cortez	3.6	4.6	1
Thursday	1124	N. David	3.1	4	0.9
Thursday	1125	C. Cavillo	3.7	4.5	0.8
		Per Week	41.2	53.3	12.1
		Per Month	178.5	231.0	52.4
		Per Year*	2142.4	2771.6	629.2

**Driver Feedback:**

- 1 Increase in the volume of food waste collected curbside
- 2 Load sizes are no longer "even" (50 / 50 trash and recycle)
- 3 Cardboard volume up noticeably (online ordering / unflattened cardboard)
- 4 Increase in bulk pickups at the curb - more time at the end of UTD routes
- 5 More cars at home on driveways means more time collecting per home

*\* Projected based on Q1 / Q2 audit*