

**VILLAGE OF ELM GROVE**  
**ADMINISTRATIVE AND PERSONNEL COMMITTEE**  
**June 21, 2021 \* 8:30 am**

Present: Chairperson Michalski, Trustees Haas and Sayas.

Also Present: Village Manager David De Angelis, Finance Director Monica Hughes, Michelle Luedtke, Tom Harrigan

1. Call to Order

Chairman Michalski brought the meeting to order at 8:34 a.m.

2. Minutes

Trustees Haas and Sayas moved and seconded to approve the April 12, 2021 minutes. Motion carried 3-0.

3. Review and possible action on tax collection process

Committee members had received information on a change to the tax collection process for the upcoming year. The Village has been using Town Bank for assistance in the collection process for a number of years and with COVID this year no payments were taken at the Village. Taxpayers were encouraged to use the mail or to drop off at Town Bank. Since that time Town Bank is now changing their process- implementing a fee and using a centralized lockbox system. Staff has researched available options which including handling all the collection at the Village or using the County which has a process for collection for a number of our surrounding municipalities. Staff made the recommendation to use the County program which has many more benefits than remaining with Town Bank at a slightly higher fee. Staff also believes there will be employee wage savings in the general government budget that can be redirected to the new cost of this program. Trustee Hass and Sayas moved and seconded to approve the option of using Waukesha County for tax collection. Motion carried.

4. Review and act on military leave policy

The Village has not had a formal military leave policy as we have not historically had any individuals requesting leave. A new employee has been called to active duty and it is recommended that a formal policy be adopted to clarify procedures for both the Village and employees. The committee began discussion at an earlier meeting but had a number of suggested changes to the proposed draft and specific questions to the health care options available to the employees during their military leave of absence. Staff has incorporated the recommended changes, obtained additional information on the military health plan, TriCare, available to the employee and family during active duty, and had the policy reviewed and updated by our personnel attorney. Trustee Hass and Sayas moved and seconded to recommend adoption of the policy to the Village Board with the inclusion of "normal" employee cost during the first 3 months added under the health/dental section on page 2. Motion carried.

5. Review and discussion of ARPA funds and possible uses

Staff presented a list of possible uses of the expected ARPA funds allocated to the Village. The federal government has specific guidelines of how funds can be used. It was noted the guidelines continue to be updated and that stormwater expenses were recently added to the eligible list. Staff has provided some general ideas including building upgrades to start the discussion and is looking to the committee for direction. The committee discussed the eligible items and supported the building projects identified for the restrooms to become touchless including poolhouse, upgrades to the video broadcasting software, and consideration of the HVAC system upgrade for electrostatic filter system. The committee also requested that staff put together a proposal for possible employee hazard pay. It was noted that the Village has both municipal water and stormwater needs and these funds should be considered carefully to determine best use for the Village. This discussion was recommended by staff to provide additional direction and the Village Board will be considering the use of funds and the final decisions in the future.

6. Review and possible action on video recording of meetings.  
Village Board recently voted to record village meetings and provide access to the recordings on the Village web-site. Staff is asking specifically what meetings to record and how long to maintain the recording. Historically the Village recorded the Village Board meetings and plan commission until our equipment failed. It was noted that the Village is not required to record any meeting and if the decision is made to record, the recording must then be maintained for 90 days. The committee discussed options and staff work involved in the process. After discussion Trustee Haas and Sayas recommended to record the Village Board and plan commission meetings and to maintain for the current calendar year plus 90 days. As of April 1 of the following year the previous calendar year meetings will be eliminated. Motion carried.
7. Other Business  
There was no other business.
8. Adjourn  
Trustee Sayas and Chairman Michalski moved and seconded to adjourn at 9:30am.

Respectfully submitted,

Monica Hughes  
Finance Director