

VILLAGE OF ELM GROVE
ADMINISTRATIVE AND PERSONNEL COMMITTEE
October 19, 2021 * 8:30 am

Present: Chairperson Michalski, President Palmer, Trustees Haas and Sayas.

Also Present: Village Manager David De Angelis, Finance Director Monica Hughes, EMS Director, Jon Robinson, Fire Chief Dave Kastenholz, Attorney Hector de la Mora, Sue Robinson, Curt Waddell

1. Call to Order
Chairman Michalski brought the meeting to order at 8:30 a.m.
2. Minutes
Trustees Haas and Sayas moved and seconded to approve the June 21, 2021 minutes. Motion carried.
3. Review and possible action regarding EMS Director Robinson's request for sleeping quarters.
Committee members had received a memo from Dr. Robinson explaining the need for sleeping quarters and outlining what would be needed. The project had been talked about previously and some information and costs developed by former fire Chief Selzer. The current budget includes \$4500 for furnishing the 2 rooms that are suggested. The committee discussed and supported the idea noting that policies for usage will need to be developed. The quarters will be primarily for EMS but also available in the future if needed by fire or police. Neil Palmer and Kristina Sayas moved and seconded to approve moving forward with the sleeping quarters. Motion carried.
4. Review and possible action on future EMS and fire staffing
Village Manager, Dave De Angelis, noted this items was included to begin the discussion on the Village's options long term for the departments. Both chiefs identified the challenge of recruiting new members and concerns over the age and continued participation of a number of long-time core members. The committee directed staff to begin looking into options and costs of other methods of coverage for these 2 areas.
5. Review and possible action on ARPA funds
The committee discussed the list submitted by staff for the available uses and a number of projects staff had listed as possible uses of the funds. It was noted the Village has received ½ of the anticipated funding, \$321,000 and will receive the other half in 2022. The staff list included improving the meeting broadcast software, building upgrades to improve security and more touchless fixtures, and electrostatic filter system for the HVAC system and employee hazard pay for those that worked through the COVID 19 period in 2020 and spring of 2021. Staff provided cost estimates that they currently had. The committee supported these areas and authorized staff to begin plans for these improvements and determine actual costs. Any substantial increases to the costs should be further discussed. The specific recommendation for employee hazard pay will be discussed during closed session. The committee felt after these areas were addressed the remaining funds could be evaluated for the larger project areas such as municipal water, sewer, and stormwater.
6. Review and possible action on offering zoom for meetings.
Village Manager, Dave De Angelis, noted that staff is looking for the committee's direction on formalizing a policy for offering Zoom at meetings. Currently Zoom is only offered if a committee member requests it ahead of the scheduled meeting. Staff is also questioning if Zoom is offered is it open to the public, which increases the administrative staff work during a meeting. It was noted that the public has the ability to view all meetings via the live stream on our web-site. After discussion the committee agreed to provide the Zoom option at all meetings to committee/board members but not the public unless there was a scheduled public hearing. It was agreed that the Village will monitor the situation and may develop other policies as needed in the future. Our current ordinance allows for this type of meeting but it will be reviewed to better state today's technology and meeting setup.

7. Closed session
After a roll call vote the committee moved into closed session at 9:30am to discuss police union contract negotiations and employee hazard pay. At 10:00am on a roll call vote the committee moved back into open session.
8. Other Business
Chairman Michalski asked the committee if the date and time of the meeting could be reschedule for all future meetings. The committee concluded that the meetings should be held on the 1st Thursday of the month beginning at 8:30am.
9. Adjourn
President Palmer and Trustee Sayas moved and seconded to adjourn at 10:05am.

Respectfully submitted,

Monica Hughes
Finance Director

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