

**VILLAGE OF ELM GROVE**  
**ADMINISTRATIVE AND PERSONNEL COMMITTEE**  
**February 10, 2022 \* 8:30 am**

Present: Chairperson Michalski, President Palmer, Trustees Haas, Sayas, and Kressin.  
Also Present: Village Manager David De Angelis, Finance Director Monica Hughes, Tom Harrigan, EMS Director, Jon Robinson, Sue Robinson, Curt Waddell

1. Call to Order

Chairman Michalski brought the meeting to order at 8:30 a.m.

2. Minutes

President Palmer and Trustee Haas moved and seconded to approve the October 19, 2021 minutes. Motion carried.

3. Review and possible action on sleeping quarters policy for public safety staff.

The committee received 2 polices. The first was for the Village's policy on providing sleeping quarters and the second was the EMS Department policy developed for operation management of the sleeping quarters. EMS Director Jon Robinson summarized the goal of sleeping quarters which will be to provide a volunteer place to stay for personnel that would like to join the service but our outside of our response area. It was clarified that the Village will be providing 2 sleeping rooms with 1 bed each and that each room will have only one occupant. The committee reviewed the policies and recommended a number of grammatical changes that would better clarify the policy. The main two were that 'volunteer' would be changed to public safety personnel and that 'bunk' would be changed to sleeping room. It is the intention that this is for EMS and fire but not limited to only the 2 department personnel. The committee agreed on the changes which will be incorporated. President Palmer and Trustee Haas moved and seconded to recommend the Village-wide policy to the Village Board for approval. Motion carried.

The committee briefly discussed the challenges of maintaining a paid on call operation and what options the Village may have for the future. It was noted that there will be upcoming discussion in the next few weeks with the department head and Village Manager.

4. Review and possible action on Job Descriptions

Village Manager, Dave De Angelis, presented 2 job descriptions changes and 1 new position to the committee and why he was making the recommendations.

Recreation Director

The Village will have an open position in April and Dave De Angelis recommended a change to the title from director to manager with the position then reporting to the Assistant Village Manager. The committee reviewed the description noting a number of changes that should be incorporated in the job description. These changes will be included; title- Recreation Manager, department lead level positon- to department level position, new programming- to new program development, and municipal swimming pool- to aquatic facility. It was also noted that the position will no longer included general park maintenance which will transition to the public works department.

Assistant Village Manager/Zoning and Planning Administrator

This position description is being changed to include supervision of the Recreation Manager. This will allow additional management oversight of the recreation department including budgeting and financial evaluation.

General Maintenance- Public Works

Also being proposed is a new full-time position in the public works department which will perform daily and seasonal park maintenance. This will allow the village to have personnel available year round to help maintain the park and assist public works throughout the year. The intention is to eliminate hours in both the

current public works and park seasonal budget to offset part of the costs of this employee. It is anticipated that 950 seasonal hours will be reduced for this full-time employee which will work 2080 hours per year and have benefits. The committee was provided a cost analysis for discussion. This position will not require a SDL license and will have a different pay rate than a beginning public works labor position.

President Palmer and Trustee Sayas moved and seconded to recommend the changes to the job description and the new position to the Village Board with the changes recommended. Motion carried.

5. Review and possible action regarding assessor services with the City of Brookfield

Dave De Angelis updated the committee that the City of Brookfield has approached staff regarding our desire to continue contracting with them for assessor services. They are open to continuing or not and this item was included to open discussion and provide direction to staff on the Village's goal. IT was noted that our current assessor assigned to the Village from Brookfield has the ability and licensing to provide this service to the Village. The committee directed staff to investigate the costs/benefits of taking these services in house.

Monica Hughes noted to the committee that this is the time of year that the Village Board usually evaluates the Village Manager and makes a salary change if appropriate.

9. Adjourn

President Palmer and Trustee Sayas moved and seconded to adjourn at 9:50 am.

Respectfully submitted,

Monica Hughes  
Finance Director