

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