

**VILLAGE OF ELM GROVE**  
**ADMINISTRATIVE AND PERSONNEL COMMITTEE**  
**August 10, 2020 \* 7:30 am**

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

Also Present: Village Manager David De Angelis, Zoning/Planning Administrator and Assistant to the Village  
Manager Thomas Harrigan, Finance Director Monica Hughes and Village Attorney Hector de la Mora.

**1. Call to Order**

Chairman Michalski brought the meeting to order at 7:30 a.m.

**2. Minutes**

Trustees Haas and Domaszek moved and seconded to approve the May 11, 2020 minutes. Motion carried 4-0.

**3. Review and approval of Fire Chief position description**

Mr. De Angelis provided a summary of the revised position description for the Fire Chief position.

Trustee Haas requested on the first page of the position description, seventh bullet point down, the word “capital” be inserted after the words “5 year”. Also, within the eleventh bullet point, replace the words, “Contracting and the maintenance of” with, “Negotiating and Maintaining”. Also on page two, within the first paragraph, insert the word, “Department” after the “fire”.

Trustee Haas motioned to accept the position description with the changes reference above. Trustee Kressin seconded. Motion carried 4-0.

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

Mrs. Hughes provided a background summary of the existing contract with John’s Disposal Services and explained they are requesting a 1.9% decrease in the contract due to the drop in fuel costs. The company is also experiencing unanticipated costs related to COVID Personal Protection Equipment purchases.

Trustee Domaszek stated he would like to see a detail explaining how their costs have gone up, documenting the unanticipated expense.

Trustee Michalski stated he supports Trustee Domaszek’s comments.

The committee came to a consensus additional information will be required from John’s Disposal before action can be taken. Trustee Michalski stated this item will be tabled until a future meeting date.

**5. Discussion and possible action regarding change of meeting time and date**

Trustee Haas noted the meeting date and time cannot be changed to later in the day on the second Monday of the month as the Public Works committee meets at 6:00 P.M. on the same day.

The suggestion was made to meet later in the morning on the second Monday of the month. It was agreed to hold the Administrative and Personnel meeting at 8:30 A.M. on the second Monday of the Month.

**6. Closed Session**

The Committee convene into closed session at 7:55 A.M. pursuant to Wis. Stat. §19.85(1)(c) to consider employment and compensation data over which the governmental body has jurisdiction and exercises responsibility, more specifically non represented employees.

Trustee Domaszek motioned and Trustee Kressin seconded to enter into closed session.  
Eye: Trustees Michalski, Haas, Domaszek and Kressin.

Nay: None.

7. Move back into open session  
The Committee went back into open session at 8:10 a.m.

8. Adjourn  
Trustees Haas and Domaszek moved and seconded to adjourn at 8: 11a.m. Motion carried.

Respectfully submitted,

Thomas Harrigan  
Zoning and Planning Administrator/  
Assistant to the Village Manager