

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

ADMINISTRATIVE AND PERSONNEL COMMITTEE
Monday, April 12, 2021 * 8:30 AM * Park View Room

AGENDA

1. Call meeting to order

2. Review and act on minutes

Documents:

[AP121420md.pdf](#)

3. Review and possible action on archiving meeting recordings

Documents:

[Agenda memo 4-9-21.pdf](#)

4. Review and possible action on temporary police staffing increase

Documents:

[Temporary staffing increase request 2021.pdf](#)
[2021 cost of Police Officer.pdf](#)

5. Review and possible action of proposed military leave policy

Documents:

[Memo- military leave.pdf](#)
[Military Leave Policy- draft.pdf](#)

6. Closed Session

May convene into closed session 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 benefits for police officer during military leave.

7. May reconvene into open session to take action on any closed session items

8. Adjourn

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Michelle Luedtke, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

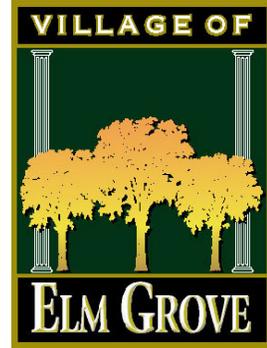
VILLAGE OF ELM GROVE
ADMINISTRATIVE AND PERSONNEL COMMITTEE
December 14, 2020 * 8:30 am

Present: Chairperson Michalski in person. Via Zoom Trustee Haas, Trustee Domaszek, Trustee Kressin
President Palmer excused.
Also Present: Village Manager David De Angelis, Finance Director Monica Hughes and Thomas Harrigan, Zoning
Manager

1. Call to Order
Chairman Michalski brought the meeting to order at 8:33 a.m.
2. Minutes
Trustees Haas and Domaszek moved and seconded to approve the October 12, 2020 minutes. Motion carried 4-0.
3. Review and possible recommendation regarding request from John's Disposal for fee adjustment
The committee has discussed at recent meetings the request from John's Disposal to hold the rate the same for the upcoming year due to increased volume and employee time due to COVID 19. Under the contract due to the declining cost of fuel the Village would have seen a reduction in the fee of 1.97%. At the last meeting committee members heard from John's that the volume was increased due to people being home more during the pandemic and that translated into additional time and trips for the drivers. Committee members ask for facts supporting that information. John's provided a spreadsheet identifying the additional tonnage for the first 6 months of 2020 as compared to 2019 and the additional trips identified by driver. The committee agreed this substantiated John's statement. Trustee Kressin and Domaszek moved and seconded to accept John's request for holding the rate constant through the upcoming year. Motion carried 4-0.
4. Move to closed session
Trustee Haas and Domaszek moved and seconded move to closed session for consideration of non-represented salaries for 2021. Motion carried by roll call vote at 8:40am
6. Adjourn
Trustees Kressin and Haas moved and seconded to adjourn at 8:51a.m. Motion carried.

Respectfully submitted,

Monica Hughes
Finance Director



MEMO

TO: Administrative and Personnel

FROM: David De Angelis

DATE: 04-9-21

RE: Agenda Item

Item 3. Review and possible action regarding archiving of meeting video.

We have not been rebroadcasting meetings on the cable channel for quite some time now and since we switched to live internet streaming we have not been recording any of the Village's meetings as well. Recently there has been multiple requests for the ability to view meetings after the fact through our website. We currently do not have a hosting solution in place with our CivicPlus, our webpage provider, but we can integrate our meetings by having them archived and then placed as an additional tab next to the minutes in the agenda center. There is no additional cost at this point if we keep our storage under our current 25GB cap. This however would only allow for approximately 16.5 hours of video meetings to be archived.

State statute 19.21(7) and Village ordinance 65-12C indicate we will need to keep such recordings for a minimum of 90 days after minutes are adopted if the recordings are used for minutes. As it is not outside possibility they may be used we would need to keep these records for the required time. If we were to limit recording to only Board of Trustees and Plan Commission meetings we may be able to stay under the 25GB threshold but that would be dependent on the length of those meetings. If more meetings were to be recorded we would need to change our current media plan to one of unlimited storage, the only other option available, which would take our annual cost to \$6300 from \$3000. If the unlimited storage option were to be chosen then the Board would need to decide what meetings and how long they would like to archive them.

There are four main paths to move forward.

1. Continue to not record meetings
2. Record only Plan Commission and Village Board meetings according to retention policy
3. Record all meetings and follow retention policy
4. Record some determinant meetings and retain them to a defined retention period.

If you have any questions please feel free to reach out to me this weekend.

ELM GROVE POLICE DEPARTMENT

April 8, 2021

TO: David DeAngelis, Village Manager
FROM: James P. Gage, Chief of Police
SUBJECT: Request for temporary staffing increase to 19 officers.

Sir:

I request the authority to increase staffing temporarily from 17 to 19 officers, with incremental hiring target dates of July 1, 2021 and October 1, 2021. The reason for the incremental start is to spread out the training, so that we avoid having two officers in field training at the same time.

Beginning June 1, 2021, Officer Patrick Sykes, will begin a year-long deployment with the Army Reserve. Assistant Chief Jason Hennen, has verbally indicated that he will retire in the Fall of 2021, or early 2022. Additionally, I have informed you that I intend to retire in the first quarter of 2022. The hiring of an inexperienced candidate, on average, takes approximately 4 months. The training of an inexperienced new hire, before they are available to independently handle a shift, is an additional 3 month minimum. As you know, our last several hires have been experienced officers. If we are fortunate enough to continue this trend, the recruitment time may be as little as two months, with the possibility of a shortened field training period.

Such temporary staffing requests are supported in the third 2000 Hale follow-up study of the police department and by past board action:

“Staffing levels continue to be a source of concern in the department. **At one time, high attrition rates made it very difficult to field a sufficient number of officers to ensure officer safety and response to citizen demands without incurring a great deal of overtime.** While this problem seems to have been curtailed, the department continues to play catch up whenever a vacancy does occur. In recognition of this fact, the Village Board recently approved the hiring of one additional officer in anticipation of the retirement of the investigator. This was a good move of the Board and will allow the officer who is to be assigned to this position sufficient time to become acquainted with the nature of the job before the incumbent’s retirement.” (Pages 3 &4) [Emphasis added]

“Having set such precedence, the Village Board should consider making such appointments a matter of practice at anytime a retirement becomes a virtual certainty. **Due to the fact that it may take as long as one year to hire and train a new officer, the department can ill-afford to begin this process on the day the retirement takes effect.**” (Page 4) [Emphasis added]

“The Village Board should adopt a policy of filling anticipated vacancies as soon as reasonably certain that they will become vacant rather than wait until after they have become vacant.” (page 4).

Support for this staffing request can be found in reviewing the following studies, previously sanctioned by the Village Board:

- The 1976, *Fire and Police Committee Study of the Police Department*, (Borden, Farrow and Vetter, November 30, 1976).
- The 1994, *Resource Management Associates (known as the Hale study)*, (Hale, 1994).
- The 1996, Hale study revisit.
- The 2000, Hale study revisit.
- The 2003, village staff self-study analysis.
- The 2005, Personnel Committee re-evaluation of police department structure.
- The 2008, Police Officer Position Justification and staffing update.
- The 2009, Request for temporary officer approval.
- The 2017, Request for temporary officer approval.

Accompanying this memo is a spread sheet explaining the financial impact (salary and benefits) of the two additional positions at the starting patrol rate. While the two positions are an added expense, Officer Sykes' salary is not paid while he is on leave and would offset some of the expense.

I look forward to discussing the additional benefits of approving both temporary positions, as it relates to staffing and efficient secession planning. As we have seen in the past, by planning ahead in filling future vacancies, the agency remains strong and agile to deal with the learning curve of staff, in their new positions, and the unpredictable nature of the future challenges that staff may encounter in dealing with the public.

James P. Gage
Police Chief

**Village of Elm Grove
New Police Positions**

<u>New Employee</u>	Annual cost	7/1/2021	10/1/2021
hourly rate	\$32.14		
regular wages	64,971.01	32,485.51	16,242.75
holiday	2,498.89	1,749.22	1,249.44
total wages	67,469.90	34,234.72	17,492.20
<u>Benefit Costs</u>			
WRS- Village cost	12.1% 8,157.11	4,138.98	2,114.81
Social Security	7.65% 5,161.45	2,618.96	1,338.15
Health	16,605.00	8,302.50	2,767.50
Health HRA	4,700.00	4,700.00	4,700.00
Dental	660.00	330.00	110.00
Disability	104.00	52.00	26.00
Life	75.00	37.50	18.75
total Benefit cost	35,462.56	20,179.93	11,075.21
Total cost	102,932.45	54,414.66	28,567.40

Example demonstrates the annual cost of a new police employee hired at the starting rate and the costs of hiring on 7/1/21 and 10/1/21. The department has the ability to hire an experienced officer at a higher rate on the scale. The 2021 approved rates are below

Effective on the first day of January 2021,
employees shall be paid as follows

1/1/2021

Police Officer 2% increase

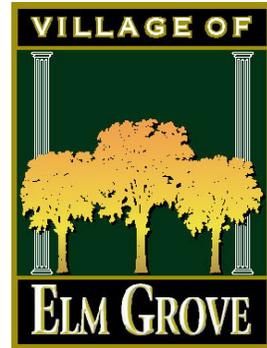
per hour	
start	\$32.14
after 1 Year	\$36.78
after 2 Years	\$38.85
after 3 Years	\$40.58

Detective 2% increase	
start	\$41.99
after 1 Year	\$42.28
after 2 Years	\$42.65

Sergeant 2% increase	
start	\$43.54
after 1 Year	\$45.33

Example using family health/dental costs. Employees are eligible for health and dental the first of the month following 30 days of employment.

<u>2021 Healthcare</u>	Village Cost	<u>Employee Cost</u>	<u>Total annual cost</u>	<u>Village potencial HRA liability</u>
Single	6,142.32	1,083.96	7,226.28	6,500
Family	16,605.00	2,930.28	19,535.28	13,000



MEMO

TO: Administrative and Personnel

FROM: Monica Hughes

DATE: April 8, 2021

RE: Military Leave Policy

The Village currently does not have a policy for military leave. We have not had an employee request this leave in the past but now have an employee that will be deployed for at least 1 year beginning in late May. Staff would like the committee to consider implementing a policy and also to address the current employee's benefits since they have not been specifically identified at this time.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is the federal law that defines an employer's obligations.

- USERRA requires an employer to allow the employee unpaid leave to satisfy their military obligations. USERRA also provides that an employee who is absent from work for military service is "entitled to such rights and benefits not determined by seniority".
- The law also guarantees employees continuation (at the employee's expense) of health benefits for the first 24 months of military service.
- Employees on military leave are entitled to the same non-seniority based benefits provided to employees on other leaves.

Attached is a draft of policy developed by staff for discussion and consideration. We believe this will help clarify the Village's obligations and the employee expectations.

Village of Elm Grove

Military Leave

The Village will grant an employee unpaid time off from work to fulfill their military obligation as defined under USERRA. Employee should notify supervisor of obligations as soon as possible to facilitate department scheduling. Military orders should be provided to verify leave of absence. It is the intent of the Village of Elm Grove to comply with current federal and state laws in conjunction with military leave. The below policy will be changed as need to maintain compliance.

Military Leave of less than 30 consecutive days

For leaves of less than 30 days the employee will remain on active status with existing benefits in place as an active employee. Employee time off benefits will continue to accrue and employee will be responsible for their share of any insurance premiums.

Military Leave of greater than 30 consecutive days

For a leave of greater than 30 consecutive days the employee will be placed on an unpaid leave of absence as of their last day of active work. They will remain as an employee with this status until their return from duty. At that time upon their request to return to duty they will become active employees with seniority as though there was no break in service.

Benefits while on leave:

Retirement: Village participates in the Wisconsin Retirement System

Per the Wisconsin Retirement System procedure the employee is placed on unpaid military leave. There is no financial obligation for the Village during this time. Upon return to active work status the employee has the choice to make up all, some or none of the total WRS employee-required contributions. This can be done over a period equaling 3x the period of service or 5 years, whichever is earlier. At that time the Village as the employer will be responsible for the employer contributions and any interest that would have accrued on both the employee and employer contributions.

Life Insurance: Village participates in life insurance program through the WI State Employee Trust Fund

As a participant to the state sponsored program the Village will adhere to the procedures of the plan. The employee will have 2 choices. ⁱ

1. The employee may elect to continue the insurance and may do so for up to 36 months. The employee is responsible for payment of the premiums and must make arrangement for payment during the unpaid leave.
2. The employee may elect to let coverage lapse during leave and may then re-apply upon return to active status. The employee will not need to provide evidence of insurability.

Health and Dental Insurance:

An employee on unpaid leave of absence may remain on the Village's health and dental plan for up to 12 weeks (3 months). During that time the employee is responsible for the employee share of the monthly premium and must arrange for timely payment to the Village. The employee may choose to continue after this 3 month period at his/her cost for the entire premium and health reimbursement costs the same as a COBRA enrollee.

Vacation, Sick and Holiday

An employee on unpaid leave will earn benefits for 12 weeks (3 months). After that point during the unpaid leave no benefits will accrue. When the employee returns to active employment, benefits will begin accruing as of that date. If the department the employee works in posts benefits as of January 1 for the upcoming year- the employee will only be eligible to use the accrued benefits through the 12 weeks after being placed on unpaid status. Any additional hours posted on January 1 will be forfeited. If the time has been used prior that was not earned the employee will owe the village for that time and it will be deducted from final paychecks prior to going on unpaid status.

Example:

Employee anniversary date September 1 earns 80 hours (10 days) of vacation annually and 10 holidays. Both are posted on January 1.

Employee military service begins June 1

Employee used 6 holidays and 10 vacation days prior to June 1 leave.

Employee earned 3 holidays between January 1- June 1 so would owe the Village 3 holidays pay

Employee earned 8.34 days of vacation from prior September 1-June 1 so would owe the village 1.66 days of vacation.

Disability Insurance

The Village provides long-term disability and short-term disability to full-time employees. The Village contracts with outside insurance providers for this coverage. As part of the plan employees must be actively at work and being paid. Both of these plans would terminate on the last day the employee is actively working. Upon return from military leave the employee would reapply for coverage.

¹ Wisconsin Public Employers Group Life Insurance Program manual page 71