

Administrative-Personnel Committee Meeting

Monday, July 19, 2021

5:00 p.m.

Members Present: Tom Davies, Orv Damrau, Adam Raabe, Ross Ballard

Others Present: Dan Mahoney, Julia Mann, Karen Swanson, Deb Edwards, Dan Ault, Steve Kunst, Steve Fritz, Gary Wolf, Al Tessmann

1. Mr. Davies called the meeting to order at 5:00 p.m.
2. MINUTES
 - ✓ **Mr. Damrau moved to approve the minutes of the meeting of May 3, 2021 as printed. Mr. Raabe seconded and the motion carried.**
3. Ms. Edwards stated that field work has begun for the 2022 property assessment revaluation.
4. VOUCHERS
 - ✓ **Mr. Damrau moved to approve the vouchers as listed. Mr. Raabe seconded and the motion carried.**
5. ASSESSOR JOB DESCRIPTION UPDATE

Mr. Mahoney referred to the revised Assessor job description, copy attached. He stated that it has been several years since the description has been reviewed and it was an opportune time with the revaluation taking place. The duties within the job description have been reorganized and it provides more detail of job responsibilities including current updates to the job requirements.

 - ✓ **RECOMMENDATION TO VILLAGE BOARD: Mr. Raabe moved to approve the Assessor job description update as presented. Mr. Damrau seconded and the motion carried.**
6. NEW POSITION REQUEST: COMMUNITY POLICING OFFICER

Mr. Mahoney explained that staff is following the guidelines set forth with requesting new positions in July.

Mr. Ault referred to his letter to the board, copy attached. He explained that this position has been filled in the past under the title of Community Services Officer, but was reassigned to provide patrol and K-9 coverage. The Community Policing Officer will have more interaction with businesses and be more involved with landlord/tenant issues. An experienced officer from within the department would fill the position and then a new patrol officer would be hired. Mr. Mahoney stated that the request is to fill the position this year yet.

 - ✓ **RECOMMENDATION TO VILLAGE BOARD: Mr. Ballard moved to approve the new position of the Community Policing Officer and filling it in 2021. Mr. Raabe seconded and the motion carried.**
7. NEW POSITION REQUEST: NATURAL RESOURCES PLANNER

Mr. Mahoney discussed the need for assistance at the Administrator's level. The Natural Resources/Recreational Planner would take on duties such as the Little Plover River Wetlands project and activities associated with the Celebrate Plover Foundation as well as some of the Community Development Manager's duties. He discussed the ability to fund this position this year and, therefore, hire someone in 2021. Mr. Mahoney discussed the funding of the salaries for the Natural Resources/Recreational Planner and the Community Policing Officer.

- ✓ **RECOMMENDATION TO VILLAGE BOARD: Mr. Damrau moved to approve the new position of Natural Resources/Recreational Planner and to fill the it in 2021. Mr. Raabe seconded and the motion carried.**

8. **NATURAL RESOURCES PLANNER JOB DESCRIPTION**

Mr. Mahoney reviewed the Natural Resources/Recreational Planner job description, copy attached. He listed the several focuses of the job, i.e. Park Planning, Natural Resources, Code Enforcement, and representing the Village on various village and county committees.

- ✓ **RECOMMENDATION TO VILLAGE BOARD: Mr. Damrau moved to approve the Natural Resources/Recreational Planner job description. Mr. Raabe seconded and the motion carried.**

9. **COMMUNITY DEVELOPMENT MANAGER/ASSISTANT ADMINISTRATOR JOB DESCRIPTION**

Mr. Mahoney reviewed the Community Development Manager/Assistant Administrator job description, copy attached. He explained that the highlighted areas are duties in which he will be working in conjunction with the Administrator.

Mr. Raabe questioned if the position could be titled just Assistant Administrator. Mr. Mahoney stated that it could be, but the majority of the duties will still be Community Development related. There will be a follow up on the wage at the next set of meetings.

- ✓ **RECOMMENDATION TO VILLAGE BOARD: Mr. Raabe moved to approve the Community Development Manager/Assistant Manager job description. Mr. Damrau seconded and the motion carried.**

10. Mr. Damrau moved to adjourn at 5:23 p.m. Mr. Raabe seconded and the motion carried.

Karen Swanson, Village Clerk