



ADMINISTRATION/PERSONNEL COMMITTEE
MEETING NOTES OF JULY 8, 2020

The meeting was called to order at 8:10 a.m. by Lutke.

Present: Bahle, Christensen and Lutke

Staff present: Fay, Larrea and Miller

Reports

The Treasurer's Report was submitted by Treasurer DeVol and can be found in this meeting packet.

Manager Larrea reported that he is finalizing the easement on Broadway with the Stallman's and that he has preliminary drawings. Street cleaning is complete and a job well done by Molon. There has been no word yet on the timeline to complete the punch list of the TAP grant streetscape project. The Rain gardens along M-22 will be getting dirt and rocks next week, and further strategy discussions will take place of how to proceed with the remaining gardens. The Village has received an estimate to cut trees that present a safety hazard. There are eight trees in the right of way that will be removed and replaced. A strategy for trees will be compiled for budgeting purposes. New trash cans have been ordered.

VSB-2020-32 Law Enforcement Patrol Discussion

Committee discussed whether flexibility and a schedule change from five, eight-hour days to four, 10-hour days would meet the needs of Village residents and business owners. Following discussion, it was the consensus of Committee for law enforcement to maintain the five, eight-hour day shifts. Committee and the Manager had additional comments regarding the law enforcement position:

- Currently an overpaid position.
- Not a lot of policing exposure; would like more exposure. Consider walking through the Village and Marina daily, pro-active.
- Majority of time spent at the school when school is in session. Not necessarily a bad thing but the school does not contribute to the funding.
- Is there a patrol route? Seen at the Marina and Coal docks occasionally.
- Does the job just entail responding to calls within the Village?
- Does the Village have expectations of the position?
- Does the Village have access to the Deputy's schedule; yes.
- The schedule change likely benefits the Deputy personally and not the Village.
- No parking enforcement during the 4th of July at the Marina.
- There is room for improvement.

- The cost is going up 2% in the next contract year for the deputy position. The position currently costs the Village \$85,000 per year, which includes benefits and associated costs.
- The Village continues to get charged for excessive mileage, 40 to 50 miles a day to police the Village. It is a hit to the budget. A “Not to Exceed” amount will be part of the next contract. This could save the Village \$3,000-5,000 per year. Manager does not want to extend the contract for more than one year at a time.
- Committee would like the Manager to present stats to the Admin Committee.
- Does it make sense to continue to fund this position? Wouldn't the Village continue to have an officer in the Village anyhow? The county is obligated to provide police protection. Services are not much more now than if we didn't fund an officer.
- When the Deputy has a day(s) off, the Village does not get a replacement officer for the day(s).
- Committee recommends the Manager have a dialogue with the Sheriff.
- Committee recommends talking to the school about cost sharing.
- What is the justification/validation to funding an officer for the Village?
- Current contract is very Sheriff friendly.
- Should the Village pass on funding an officer for a year and see how that goes?
- A bigger discussion as to whether the Village wants to continue this contract should take place.
- The Manager has the authority to negotiate the contract. Committee requests bringing any major concerns of the contract to the Committee.

Committee Member Comments

Christensen asked about the email from Newcomb, and his access to the Village Hall to attend meetings. Larrea stated he was disappointed to see Newcomb's email as staff has reached out and tried to help him with Zoom meetings, even allowing him to attend a meeting in person, which he did not attend. Committee noted that Newcomb has not attended meetings in months. Rules and procedures require his presence unless excused by the Village President. Village follows the Governor's Executive Orders, which is why we have virtual meetings. Larrea stated that staff has concerns of exposure if the Village Hall is opened, noting the Village only has nine employees and the devastation to the Village if illness becomes prevalent amongst staff. The Village has the authority to keep the Village closed. A preparedness plan to reopen the Village Hall will be presented at the next Village Council meeting. The pandemic has presented additional issues with staff time due to cleaning and disinfecting mandates. Lutke will provide information to DPW Director Miller on a fogging product that could assist with disinfecting, a possible time saver. Committee supports keeping the Village Hall closed at this time.

The meeting adjourned at 8:43 a.m.

Meeting notes submitted by Shar Fay, Village Clerk.