Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

Summit Village Hall ● 37100 Delafield Road ● Summit, WI 53066

MINUTES
Special Village Board Meeting
Village of Summit
August 19, 2024

CALL TO ORDER

Chairperson Riley called to order the Summit Utility District #2 meeting at 1:08 p.m. on Monday, August 19, 2024 at the Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Administrator Michael took roll call and confirmed that the meeting was noticed to the local media as required and requested and posted on the Village posting board and website. Commissioners present were: Jeff Lee, Jim Petronovich, and Kraig Arenz, Sr. Also present were: Chairperson Jack Riley, Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael. Commissioner Justin Phillips was absent.

PUBLIC COMMENT - none

Discussion and Action on Hiring Panel and Timeline for DPW Crew Leader Interview Process

Director Nash provided a proposed schedule, interview panel and stated we received six applications. We want to involve the Human Resources Manager from Western Lakes for the process but she is only available one day next week and then is out until after Labor Day.
The proposal is the have the initial interviews right after the Labor Day holiday and then after that, Director Nash will be at a conference, returning mid-week the following week, so second interviews would be the week of September 12 – 16. Would like to have Kevin participate in the second interviews as the existing DPW crew member who is going to be staying with us for the long term. For the first round she would like to have a supervisor from a neighboring community and has mentioned it to an employee of the City of Delafield and he is interested in helping.

President Riley asked if all six candidates are qualified. Director Nash stated they haven't been reviewed in depth yet but she looked at them and seems that they all meet the minimum qualifications and only a couple have public works experience, but construction background.

Trustee Lee asked what the thoughts are about getting the first interviews started either this week or next week and then including HR on the final interview. Director Nash responded we could possibly do that but would have to find out when Debbie is available, thinks she is out the next couple of days, and make sure candidates are even available to come in.

Trustee Lee stated he hates to wait so long because if there is a good candidate they potentially are not going to wait and they are going to get something else. Thinks we should try to talk to some of these folks in the next couple weeks.

President Riley asked about phone screening. Trustee Lee asked if the HR Manager could phone screen on the 21st. Director Nash replied that she could potentially be here on the 21st if we set up interviews. Trustee Lee stated he can't be here that day and that the HR Manager probably has standard questions she uses for a phone screen. Trustee Arenz added they might be different questions than we use.

Trustee Petronovich asked Chief Hartert if he could background check the people before we interview them. Chief Hartert stated they can do criminal history checks fairly quickly but if he's talking about the in-depth process that takes longer. Trustee Lee stated they have to sign off before a background check is done but you can check social media. Trustee Arenz stated he believes our application form has a statement on it for the applicant to sign off on.

There was discussion about the questions for the phone screening and Trustee Lee offered to send some that he has used in the past if the HR Manager doesn't have her own. All six candidates would be phone screened.

It also was mentioned that there will be a charge for using the HR Manager and Administrator Michael has requested an updated rate from Western Lakes Fire District for that.

MOTION: (Arenz, Lee) *to authorize Village staff to move forward with the interview process for the DPW Crew Leader position as discussed.* Carried.

Discussion and action on 2024 Year to Date Capital Improvement Projects

Administrator Michael reviewed the amounts spent on the capital projects so far in 2024 and which items would be completed for the Cemetery. We are projected to not spend the entire $2,000,000.00 we budgeted for.

Discussion and action on 2025-2029 Capital Improvement Plan

Administrator Michael reviewed the proposed document provided to the Village Board. Changes were made and direction was given to bring back at the next budget workshop.

Discussion and action on village expectations and parameters for 2025 operating budget

Trustee Arenz brought up the use of part-time staff and setting aside money for tasks that we have to get done like cleaning, outdoor building maintenance, records management. Pay them a higher wage and make them employees, we'd have more control and working around times. Pay an individual $35 per hour to clean 8 or 10 hours per week and multiply that out and we'd be 10's of thousands of dollars ahead of what we are paying now. Trustee Petronovich agreed and stated he wants to know what a DPW employee makes per year including benefits to figure out how much to pay for a part-timer. Trustee Arenz stated if we pay a higher rate than the regular full-time employees we will hear about it. The other would by a Utility position and would have different functions than the cleaning person.

Trustee Lee stated his only concern is that he's never been able to hire somebody who cleans as good as a cleaning company. It seems like it works for a little while and then things aren't getting as clean anymore. Trustee Arenz responded from a need versus want position if we can pay someone $15,000 per year instead of $30,000 would Trustee Lee except that differential. Trustee Lee stated if there's a way to make it happen, he's not against it but he's just not been successful at it, he's had general managers who fire the cleaning service and say they'll do it themselves and six months later he's telling them they have to hire a cleaning service because the place is a pig stye. What we are talking about doing is hiring the right person for this role and the question is, can you really find that person who doesn't have their own business. The amount of money for the cleaning is ridiculous.

Trustee Arenz stated he talked to three different cleaning people and they said you won't find people for $15 per hour. Trustee Petronovich asked what we are paying now and the response was $38,000.

There was discussion about a second part-time employee as a "utility" person who can do either outdoor tasks or office type functions. It was mentioned that possibly the current Administrative Assistant could be given additional hours.

Trustee Lee stated that by 2026 we will need an additional FTE in the DPW. He also believes we need two part-timers. Director Nash stated she put enough hours in the budget, it's just difficult finding the right employees. Trustee Lee questioned where in the budget do we come up with the funds to do that. We will be retiring debt in 2027 and our capacity will be reduced.

Discussion followed about growth with new development and the effect on services which will cost the Village money even though the largest amount of development is in the City.

Set date for next budget workshop

October 7, 2024 from 9 am – 4 pm.

ADJOURN SPECIAL VILLAGE BOARD MEETING

MOTION: (Lee, Petronovich) *to adjourn at 4:22 p.m*. Carried.

Respectfully Submitted,

Debra J. Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: September 12, 2024