

**Resolution for the Structure of the Employee Relations Committee
and the
Department of Public Works**

Submitted by DPW Steering Committee

Ken Holmes, Holly O'Dwyer, Sue Oseland, Robin Rommell, Emily Votruba

VILLAGE RESOLUTION NO. **TO BE FILLED IN BY CLERK**

Approved by the Committee: February 10, 2017

Approved by the Village Board of Trustees: _____

Effective Date: _____

WHEREAS with the resignation of the Employee Relations Committee in October 2016, and the resignation of the Department of Public Works Superintendent and staff as of December 2016, the DPW Steering Committee was tasked by the Village Board of Trustees (hereafter "Council") to reconsider the structure of the DPW as well as to find replacement staff, we hereby present a proposal for the structure and compensation of the Department of Public Works and the creation of a new Employee Relations team and Personnel Coordinator position.

The purpose of these proposed structures is to clarify for staff what tasks will be handled by employees and what tasks will be handled by contractors. The Personnel Coordinator position is intended to improve workflow, morale, communication, and accountability, and to help ensure policy compliance, fiscal responsibility, and the efficient and safe functioning of our Village services. The Committee has examined the cost of this proposed resolution and found it to fall below the budget for the Department of Public of Works for FY2016/17.

We respectfully propose that all the following resolution terms be adopted together or not at all.

THEREFORE BE IT RESOLVED

1. That the Village hire Chris Pritchard as DPW Superintendent at an annual salary of \$37,440 plus \$300/month health stipend and other benefits as stipulated by Village ordinance and policy. Normal employee policies apply, including a performance review after the first 90 days.
2. That the current 5-member DPW Steering Committee continue as the new Employee Relations Committee, holding meetings at least monthly and submitting reports to council.
3. That one member of the Employee Relations Committee be appointed Personnel Coordinator on a one-year-contract basis, to coordinate the day-to-day work of Village employees and other paid staff (clerk, treasurer, DPW superintendent, special projects administrator, zoning administrator, code enforcement officer, part-time seasonal workers) and facilitate the efficient provision of Village services and effective communications between staff and council. We recommend the hiring of Robin Rommell at a one-year contract fee of \$5,200. The position will be evaluated at the end of FY2017/18.

4. That the Village contract for water and sewer monitoring services as provided by Great Lakes Labs at an annual contract amount of not more than \$6,500.
5. That the Village contract for mowing of the Waterfront Park at an annual contract amount of no more than \$5,000.
6. That the Village budget \$12,000 for part-time, seasonal personnel for FY2017/18.
7. That the above resolution terms be effective Monday, February 20, 2017.

Filed by Village Clerk Catherine Anderson

Date _____