

December 6, 2016

Administration Committee Meeting

The Village of Grantsburg Administration Committee met on Tuesday, December 6, 2016 at 5:00 p.m. at the Village Office, 316 S. Brad Street, Grantsburg, WI. Present: Glenn Rolloff, Greg Peer and Larry Ebersold. Also present: Diane Barton, Jeff Schinzing, Dan Wald, Steve Coy

1. The meeting was called to order.
2. **Discussion/Action: New Clerk Benefits.** Patrice Bjorklund has requested two (2) weeks of vacation at the start of her employment with the Village. ***Motion by Peer, second by Rolloff to recommend to the Village Board that Patrice Bjorklund receive two (2) weeks of vacation at the start of her employment with the Village on January 3, 2017. Ebersold opposed. Carried***
3. **Discussion/Action: Interim Clerk Compensation.** Meyer estimates approximately 150 hours spent as Interim Clerk on exclusive Clerk duties; election, meeting packets, minutes, etc. from October 13, 2016 to December 31, 2016. ***Motion by Rolloff, second by Ebersold to recommend to the Village Board that Meyer receive compensation at 75% of the 2016 Clerk wages for these hours. Carried***
4. **Discussion/Action: Wage Scales, Grades, Grade Requirements and Performance Evaluations of Public Employees.** Wages scales, grades, grade requirements and performance evaluations of Village employees was discussed. Evaluation forms and procedures, detailed job duties and requirements will need to be worked on by the Administration Committee throughout 2017. Meyer will check with the League of WI Municipalities and send a request out on the clerklist for examples of evaluation forms. ***Motion by Rolloff, second by Peer to recommend that the Village Board adopt the concept of wage scales, grade level classifications and evaluation procedures for Village employees with the details to be worked on in 2017 by the Administration Committee for implementation in the fall of 2017. Carried***
5. The meeting was adjourned at 6:00 p.m.

Sheila Meyer
Interim Clerk