

Administration Committee Meeting

Village of Grantsburg

The Administration Committee met on Wednesday, September 13, 2017 @ 10:00 a.m. at 316 S. Brad Street, Grantsburg, Wisconsin.

Present: Chairman, Larry Ebersold and Members: Greg Peer and Gary "Goob" Coy.

Others: Village Clerk, Patty Bjorklund; Village Treasurer, Sheila Meyer; Public Works Director, Chris Bartlett and Police Chief, Jeff Shinzing.

Absent: None.

Chairman, Ebersold called the meeting to order.

Budget review took place. Budget requests for the 2018 Administration Committee were as follows: Village Clerk, Bjorklund noted that the iPad schedule should be looked at for board members as well as Department Heads. She obtained costs of \$400 for replacement of those iPads with added cost of \$40 per iPad for cover and keyboard. The last time they were purchased was in 2012. She also noted that Burnett County has a replacement schedule of every 5 years. Costs were presented for the replacements. The last time a computer was purchased for Village Clerk, Bjorklund was in 2011. Member, Peer understood the replacement schedule of the items. He felt that money should be allocated for the replacement of those items. Purchase could take place toward the end of the budget year to see what money is available in the budget he stated. If there is an issue before that, the money is available for replacement if need be. Treasurer, Meyer presented employee wages and benefits to the committee. These were discussed. The committee asked Treasurer, Meyer to present 1% increase, 2% increase and 3% increases of wages to the committee in the near future. Member, Peer would also like to see a better microphone/speaker system in place in the board room. It's difficult for some audience members to hear discussion at the village board/committee meetings. The committee noted this. Treasurer, Meyer wanted to remind the committee that job reviews need to be done for Administrative Assistant, Reinert in November 2017 and Village Clerk, Bjorklund in January 2018. Member, Coy suggested that the committee recommend to the full board that Compensatory Time policy wording be changed. Currently, the wording for Overtime/Comp Time/Call out time for hourly employees reads that comp time will be issued at 1-1/2 times the hours worked for work over 40 hours/week. Comp time should be used, when possible, hour for hour in the same week earned. He would like wording added that comp time should be used, when possible, hour for hour in the same week earned. He would like the exception added that crew who are on call for the weekend should have the ability to use their time outside of the scope of the 40 hour week just after the week worked. **Member, Peer made the motion to allow crew who are on call for the weekend to be able to use their comp time after the same week earned. Chairman, Ebersold seconded. Member, Coy abstained. Carried.**

Job description for the Pool Manager was discussed. The description needs to be more detailed Public Works Director, Bartlett noted. There are a lot of duties that need to be detailed in the description that currently are not. Also, it needs to be noted who the Pool Manager reports to in the scope of the job description. The committee will work on the description with Public Works Director, Bartlett. The committee directed Village Clerk, Bjorklund to place discussion of the Pool End of the Year Report on the October 9, 2017 Agenda.

The committee will most likely meet again to finalize budget numbers for approval during the budget process.

Motion was made by Chairman, Peer; seconded by Member, Peer to adjourn the Administration Committee Meeting at 11:02 a.m. **Carried.**

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Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW
Village Clerk, Deputy-Treasurer
September 13, 2017