



November 8, 2017

Administration Committee Meeting

Village of Grantsburg

The Administration Committee met on Wednesday, November 8, 2017 @ 1:00 p.m. at 316 S. Brad Street, Grantsburg, Wisconsin.

The Administration Committee Meeting was called to order at 1:00 p.m. by Chairman, Larry Ebersold.

Roll Call

Present: Chairman, Larry Ebersold
Member, Greg Peer
Member, Gary "Goob" Coy

Absent: None

Others: Village Clerk, Patty Bjorklund
Village Treasurer, Sheila Meyer
Public Works Director, Chris Bartlett
Various Village Employees

Chairman, Ebersold discussed Public Works Director, Bartlett's Administrative Assistant's Performance Review. Public Works Director, Bartlett stated that the review went well and the wage increase discussed was 50¢ increase per hour for Karin Reinhardt. He wanted the committee to know that the increase was with the understanding that this was a merit increase. There will be discussion during budget for cost of living increases and he noted to her that her increase might not be as large for that. **Member Peer moved, seconded by Member Coy to make the recommendation to the full board to approve a 50¢ increase per hour for Administrative Assistant, Karin Reinhardt with the understanding that her cost of living increase might not be as large.**

Ayes: Ebersold, Peer, Coy
Nays: NONE
Motion to approve: Carried

The Employee Performance Review Form that Chairman, Ebersold drafted was reviewed by all members. Public Works Director, Bartlett used the copy that Ebersold had drafted with a few changes he had made on his own for Ms. Reinhardt's evaluation. The committee will have Chairman, Ebersold review the forms and bring before the November 13, 2017 Administration Committee and Regular Board for discussion and possible approval.

Loan Proposals were discussed for a general obligation loan. Treasurer, Sheila Meyer had requested rates for borrowing \$162,000 with a 10-year term, 10-year amortization from Community Bank, US Bank and Bremer Bank. She also presented the Board of Commissioner's Public Land State Trust Fund Loan Program amounts for loan rates. The loan will be used for the following items purchased in 2017; a payloader and plow, brush hog & mower deck, patrol rifles, keyless entry for the Village Office building and a chair lift for the pool. The tennis courts were also resurfaced and the alley south of Madison Avenue was repaved. She was requesting semi-annual interest payments and one year principal payment, with the first principal payment not due until



November 8, 2017

Administration Committee Meeting

Village of Grantsburg

March of 2019. She requested proposals be sent to the Village Office by November 3, 2017. She noted that decision on the loan would be made at the November 13, 2017 Regular Board Meeting. She stated that the only proposal that was submitted was by Bremer Bank. The fixed interest rate they presented was 3.46% with no closing fees. The BCPL State Trust Fund Loan Program fixed interest rate was 3.5%. Treasurer, Meyer suggested that the committee make the recommendation to the full board to go with the Bremer Bank loan proposal. **Member Peer moved, seconded by Member Coy to make the recommendation to the full board to borrow a general obligation loan in the amount of \$162,000 from Bremer Bank for 10-year term, 10-year amortization for a fixed interest rate of 3.46% with no closing fees. The loan will be used for items described in the request.**

Ayes: Ebersold, Peer, Coy
Nays: NONE
Motion to approve: Carried

Pool Manager Employment discussion took place. Clerk, Bjorklund had presented an email from current Pool Manager, Niki Olson. In the email to Village President, Larry Ebersold and Clerk, Bjorklund she requested an exit interview with him for her position as Pool Manager. She wanted to set up a date and time that worked for both of them. Public Works Director, Bartlett wanted to see the new Pool Manager Job Description implemented for Ms. Olson's replacement. Chairman, Ebersold stated that he will give Ms. Olson an exit interview and report back to the committee that discussion and what will occur next. Discussion is tabled until a future Administration Committee Meeting.

Wage discussion took place in regards to increases to the 2018 Budget. Chairman, Ebersold had worked out a formula that gave a 2% increase to salaried employees which is an increase of 59¢ per hour, a 4% increase to full-time employees which is an increase of 93¢ per hour and a 6% increase to part-time employees which is an increase of 82¢ per hour. Member, Coy asked why not treat this as a cost of living increase which would be an increase spread out equally to all employees for the same rate? Member, Peer agreed. Treasurer, Meyer will need to work out the amounts before they are presented. The committee agreed to table discussion and revisit at the November 13, 2017 Administration Committee Meeting at 5:00 p.m. The final decision will be made at the November 13, 2017 Regular Board Meeting at 6:00 p.m.

Health Insurance Plans were reviewed and presented by Treasurer, Meyer. She noted that the current policy for full-time/salaried employees for the Village of Grantsburg with Anthem BlueCross BlueShield will be increasing 6.8% or a cost of \$15,081.39 for 2018. She stated that she has also gotten proposals from WEA Trust for a cost of \$14,728.50, Health Partners for a cost of \$15,565 and Medica for a cost of \$15,336.56. The quote from WEA Trust did not have as many out of network providers as Anthem BlueCross BlueShield did. They are more Wisconsin based from what she could tell. **Member Peer moved, seconded by Member Coy to make the recommendation to the full board to keep health insurance with Anthem BlueCross BlueShield for all fulltime/salaried employees for a 6.8% increase or a cost of \$15,081.39 for 2018.**

Ayes: Ebersold, Peer, Coy
Nays: NONE
Motion to approve: Carried



November 8, 2017

Administration Committee Meeting

Village of Grantsburg

Job Descriptions for Village Clerk and Village Treasurer were discussed. Chairman, Ebersold noted that the information presented will be discussed further to review the job description for Village Clerk and Village Treasurer with the understanding that both employees are also deputies for each other in their capacities. This discussion will take place at a future Administration Committee Meeting.

Library Appropriations for 2018 were discussed. Chairman, Ebersold stated that in his capacity as Village President, he attended a Library Board Meeting on November 1, 2017. He noted that discussion took place at that meeting regarding the \$5,000 additional Village Appropriation in the 2018 Budget to the Library. He had reservations to that amount being given. He felt there were other areas that money could have been allocated in the village, but he discussed and listened to input at that meeting. He noted that the village had made their decision to allocate that money to the library and he is cognisant of that decision.

Member Coy moved, seconded by Member Peer to adjourn the Administration Committee Meeting at 2:00 p.m.

Ayes:	Ebersold, Peer, Coy
Nays:	NONE
Motion to approve:	Carried

Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW
Village Clerk, Deputy-Treasurer
November 8, 2017