



January 5, 2018

Administration Committee Meeting

Village of Grantsburg

The Administration Committee met on Friday, January 5, 2018 @ 10:00 a.m. at 316 S. Brad Street, Grantsburg, Wisconsin.

The Administration Committee Meeting was called to order at 10:00 a.m. by Committee 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
Police Chief, Jeff Schinzing
Village Trustee, Caylin Muehlberg

Trustee Peer moved, seconded by Trustee Coy to enter into closed session at 10:02 a.m. pursuant to § 19.85(1)(c) Wis. Stats. to review the Village Clerk/Deputy-Treasurer.

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

Trustee Peer moved, seconded by Chairman Ebersold to reconvene into open session at 10:55 a.m.

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

Discussion took place in regards to pay for Village Clerk, Deputy-Treasurer – Patrice Bjorklund.

Trustee Coy moved, seconded by Trustee Peer to recommend to the full board a cost of living increase of 60¢ per hour plus a merit increase of 20¢ per hour retroactive to January 1, 2018.

Village Crew Compensatory and Overtime Discussion took place. Public Works Director, Bartlett noted that currently the village crew has to make every effort to take time off at the end of the week for any overtime they work. If they are unable to, they will receive time and one-half for every extra hour. They can have up to 40 hours compensatory time built up. There are 4 man rotations for the weekends. For each day, they get 2 hours for doing rounds. The crew also gets \$20 per day for being on call. If for any reason they get called in



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for an alarm or emergency, they automatically get 2 hours even if it takes less than an hour. He is proposing the following change. He would like to allow the crew to get time and a half for any hours they have to work due to an emergency. This would be for example: (A snow storm, water break or any other emergency.) The only exception for this is for if they get called in and it takes less than an hour to take care of the problem. They are already getting compensation for having to come in. It is basically double time. An example of a normal call in is for an alarm or if something needs to be sanded or checked at the campground. He believes that it is the same that they have to take the 4 hours off at the end of the pay period for working the previous weekend. He would also like to leave it the same for if they get the 2 hours for being called in. Most of the time, they take a half day on Friday to use up their 4 hours. If they get called in, they only have to work the 2 hours. He wants to state that the Public Works Director has the authority to take into consideration special circumstances for allowing items to go on compensatory time or not. Getting called in multiple times or working late on a planned project and having to stay late are considerations. He stated that he and Village Treasurer, Meyer keep track of the compensatory hours.

Chairman Ebersold moved, seconded by Trustee Coy to recommend to the full board a policy that reflects the above-named changes and is included in the current Employee Handbook for Compensatory Time and Overtime Hours for the Village Crew.

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

Police Officer Sponsorship discussion took place. Police Chief, Schinzing noted that current Ordinance Officer, John Erickson is requesting village sponsorship for training at WI Indianhead Technical College in Rice Lake, WI for WI Police Officer Academy. He is currently certified in MN and graduated in 2012 at the State Patrol Minnesota Academy. The training curriculum is currently 720 hours. Applicants have to be hired as a part-time or full-time officer prior to attending the schooling. The applicants will need a drug test and physical prior to the start of the academy. The village pays wages for the training and it is not reimbursable. Mileage also is not reimbursed for travel to the academy. His question is the village willing to pay the officer for use of his personal vehicle (e.g. mileage) or would the village provide a vehicle. Will the village pay for driving time to and from the training? This could be 3 hours each day, 15 hours a week. Would they pay for uniform costs? Will the applicant be eligible for village benefits if they are paid full time? (e.g. insurance, retirement.) Could a person file unemployment with reduced working hours? The benefit is the village would get an officer to fill the shifts at the Grantsburg PD once he attends the training. He wanted it noted that unsuccessful completion of the academy would mean that the village pays the full cost of training which is approximately \$5,000. Will the village want to have a contract agreement with the applicant for staying to work with the village after its investment? The academy would start June 11, 2018 and runs until November 2018 Mr. Erickson noted. It is for 16 weeks and is Monday – Friday 8:00 a.m. – 5:00 p.m. daily. Chairman Ebersold asked what is in the budget for Mr. Erickson currently as the village's Ordinance Officer. Village Treasurer, Meyer stated that his position is budgeted \$4,000 for 2018. He also asked what is in the budget for Part-Time Police Officers. She stated that there is \$8,600 additional dollars for that use.



January 5, 2018

Administration Committee Meeting

Village of Grantsburg

Trustee Coy moved, seconded by Trustee Peer to recommend to the full board approval of John Erickson to attend the WI Police Academy Training once Village Treasurer, Meyer puts together financial figures based on the costs for the village sponsoring him for said training.

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

Mr. Erickson will look at dates for Physical Fitness Training and provide those for the Monday, January 8, 2018 Regular Board Meeting.

Trustee Coy moved, seconded by Trustee Peer to adjourn the Administration Committee Meeting at 11:50 a.m.

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

Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW
Village Clerk, Deputy-Treasurer
January 5, 2018