



November 27, 2018

## Administration Committee Meeting

The Administration Committee met on Tuesday, November 27, 2018 @ 3:00 p.m. at 316 S. Brad Street, Grantsburg, Wisconsin.

The Administration Committee Meeting was called to order at 3:00 p.m. by Committee Chairman, Larry Ebersold.

### Roll Call

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

Absent: None

Others: Village Clerk, Patty Bjorklund  
Village Treasurer, Sheila Meyer  
Police Chief, Jeff Schinzing  
Public Works Director, Chris Bartlett

The committee discussed employee handbook revisions. Currently there is no provision listed in the handbook for fire department on call pay. Public Works Director, Bartlett listed 3 separate options for the committee to review. They were as follows:

- Option #1: Pay them while they are on call.
- Option #2: Pay them the difference between their hourly rate for the fire department and their hourly rate at the village. The Fire Department pays their firemen quarterly.
- Option #3: Have the employee take comp. time, vacation time, or personal time to go fight a fire.

Public Works Director, Bartlett thought Option #2 was a good choice. Having a village employee on the fire department is a great service to the village. Having volunteer fire fighters available during daytime hours is very difficult for volunteer departments. The volunteer fire fighter/employee for the village will be covered under the fire department's insurance and the village will pay the employee the difference for fighting the fire.

***Chairman Ebersold moved, seconded by Member Coy to make the recommendation to the full board to include Option #2 in the Village of Grantsburg Employee Handbook.***

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

Currently, the Village of Grantsburg Employee Handbook does not include a section for employee breaks for the Village Crew. Public Works Director, Bartlett and Village Treasurer, Meyer included language from State of Wisconsin Department of Workforce Development for the committee to review. Breaks are required if the employee is under the age of 18. Employees under the age of 18 years of age may not work longer than six consecutive hours without receiving at least a 30-minute duty free meal period. Breaks of shorter duration are not required, but of course may be offered. No breaks are required if the employee is age 18 or older.



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Wisconsin law does not require that employers provide brief rest periods, coffee breaks, or meal periods to adult employees, although the Department recommends that employers do so. Employers are encouraged, but not required, to provide breaks of at least 30 minutes in duration at times reasonably close to the usual meal period. Break time is paid if the break is less than 30 minutes. If the employer provides breaks of less than 30 consecutive minutes in duration, the break time is counted as work time.

**Member Peer moved, seconded by Member Coy to recommend to the full board to approve inclusion in the Employee Handbook of two (2) 15-minute breaks and one thirty (30) minute lunch break which normally occurs midway through the shift. The stipulation included that if there is an emergency no break will take place for the village crew.**

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

Village Treasurer, Meyer wanted discussion to take place regarding the employee leaving employment with the Village of Grantsburg. Any earned, unused vacation hours, personal hours and comp. hours were the topic. She would like a detailed leave of employment in the employee handbook for the Auditor's as far as payout of earned, unused vacation hours, personal hours and comp. hours.

**Member Peer moved, seconded by Chairman Ebersold to recommend to the full board to approve in the scope of leaving employment with the Village of Grantsburg that earned, unused vacation hours, and personal hours are paid provided a written resignation is submitted at least two (2) weeks in advance of the last day to be worked. Employees leaving employment with the Village must return all Village owned property prior to the last day of work. Failure to return any Village owned property by the last day of work would result in withholding of their last check.**

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

Village Treasurer, Meyer would like to recommend to the full board to hold off on borrowing \$80,000 this year and hold off on the line of credit.

**Chairman Ebersold moved, seconded by Member Coy to recommend to the full board to wait to borrow \$80,000 this year and hold off on the line of credit.**

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

Village Treasurer, Meyer opened discussion regarding 2019 Health Insurance. She noted that the current insurance that the village holds with Anthem Blue Cross Blue Shield is going up 19%. She had all employees fill out paperwork with the Western Wisconsin Municipal Consortium from WEA Trust. The group was denied.



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She is working with Carol Alderman, Agent with Jensen Sundquist Insurance Company to see if there are other options for Health Insurance for the Village of Grantsburg employees.

***Chairman Ebersold moved, seconded by Member Peer to recommend to the full board to have Village Treasurer, Meyer submit results of outcome of submitted applications for other insurance and have them review options.***

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

Police Chief, Schinzing noted that he had received a letter of resignation from his Administrative Assistant, Amy Sundquist with her final day of work being December 7, 2018. He noted that she had been employed with his department for 7 years. Discussion took place filling her position. Chairman, Ebersold discussed possibly looking at an Administrator to fill the void with police reports and manpower to fill shifts. He wanted to see 3 people do patrolling of 24 hours a day.

***Member Peer moved to recommend to the full board to accept Amy Sundquist's resignation and he appreciates all her good work, seconded by Member Coy.***

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

***Chairman Ebersold moved to schedule another Administration Committee Meeting to discuss possibly filling the Administrative Assistant position left by Amy Sundquist, seconded by Member Coy.***

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

***Member Coy moved, seconded by Member Peer to adjourn the Administration Committee Meeting at 3:55 p.m.***

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

Submitted by:

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