



January 11, 2018

Administration Committee Meeting

The Administration Committee met on Thursday, January 11, 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

Absent: Member, Gary "Goob" Coy

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

Swimming Pool Manager Advertisement was discussed. The committee only made one change, and that was to add job description is on the website. Swimming Pool Manager Job Description was discussed. The committee added the following changes to the job description:

- Add take Certified Pool Operator Class or similar training
- Work with State Inspector
- Monthly reports and end of year reports to the Village Board
- Reports to Public Works Director

Chairman Ebersold, seconded by Trustee Peer to advertise for the Swimming Pool Manager position with the changes in the advertisement submitted to Inter County Leader and Burnett County Sentinel newspapers on January 17, 2018 and January 24, 2018. The advertisement will also be posted on the Grantsburg Village website. Motion made to also accept the job description for Swimming Pool Manager with changes as described.

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

Public Works Crewperson and Equipment Operator Advertisement were discussed. The committee accepted the ad as written with the changes made to submit resume/application and references by February 2, 2018.

Chairman Ebersold, seconded by Trustee Peer to advertise for Public Works Crewperson and Equipment Operator position with the changes in the advertisement submitted to Inter County Leader and Burnett County Sentinel newspapers on January 17, 2018 and January 24, 2018. The advertisement will also be posted on the Grantsburg Village website.



January 11, 2018

Administration Committee Meeting

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

Public Works Crewperson and Equipment Operator Position Description were reviewed. The committee added before sentence *“Must work on weekends, holiday and evenings in the event of an emergency.”* On call every 4th weekend. The committee also added after *“Performs any other duties as requested by the Grantsburg Village Board”* or Director of Public Works.

Trustee Peer moved, seconded by Chairman Ebersold to accept the job description for Public Works Crewperson and Equipment Operator Position Description with above changes noted.

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

On Call Policy was reviewed. The committee added under Compensation:

- add “s” to call last
- add “f” to or
- strike sentence *“If the called out period is less than an hour actually worked the employee will apply this time to the 2 hour call out minimum.”*

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 On Call Time for the Village Crew.

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

Trustee Peer moved, seconded by Chairman, Ebersold to adjourn the Administration Committee Meeting at 10:45 a.m.

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

Submitted by:



January 11, 2018

Administration Committee Meeting

Patty Bjorklund – WCMC, CMC, CMTW
Village Clerk, Deputy-Treasurer
January 11, 2018