



November 13, 2017

Administration Committee Meeting

Village of Grantsburg

The Administration Committee met on Monday, November 13, 2017 @ 5:00 p.m. at 316 S. Brad Street, Grantsburg, Wisconsin.

The Administration Committee Meeting was called to order at 5:00 p.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, Diane Barton

Chairman, Ebersold opened discussion for 2018 Wage Budget Considerations. He stated that after reviewing wages at the November 8, 2017 Administration Meeting, the committee asked Treasurer, Meyer to come up with an hourly wage that would be considered a cost of living raise for all employees based on the \$12,679 cost of increase for consideration. Treasurer, Meyer came up with an increase of 60¢ per hour for all employees. The raises would be for salaried, hourly and part-time employees. Public Works Director, Bartlett wanted it noted that his Administrative Assistant, Karin Reinert just received a 50¢ per hour increase as part of her Employee Evaluation for a merit raise. He had discussed the possibility with her that she would not receive another raise at the beginning of 2018 because of the merit raise. After discussion, the committee agreed that an employee should be employed at the village for a full year before the cost of living increase goes into effect. Ms. Reinert has not been employed for a full year.

Trustee Peer moved, seconded by Trustee Coy to recommend to the full board an increase in wages by 60¢ for 2018 in the General Fund for Village of Grantsburg Employees. The increase would not apply to employee Karin Reinhardt, as she has not been employed with the Village of Grantsburg for a year.

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

An Employee Evaluation Form was created by Chairman, Ebersold and revised by Public Works Director, Bartlett. The committee was in agreement with the content of the form and thought it was a good form for evaluation of all Village of Grantsburg Employees at their Annual Review.



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Trustee Coy moved, seconded by Trustee Peer, to recommend to the full board approval of the presented Employee Evaluation Form.

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

Trustee Coy moved, seconded by Trustee Peer to adjourn the Administration Committee Meeting at 5:15 p.m.

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

Submitted by:

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