



January 3, 2019

## Administration Committee Meeting

The Administration Committee met on Thursday, January 3, 2019 @ 3:00 p.m. at 316 S. Brad Street, Grantsburg, Wisconsin.

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

### Roll Call

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

Absent: NONE

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

***Member, Peer moved, seconded by Member, Coy to convene into Closed Session.***

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

***Member, Coy moved, seconded by Member, Peer to reconvene into Open Session.***

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

The committee discussed setting interviews for the 3 applicants for the position of Police Administrative Assistant. Village Clerk, Bjorklund will call them and set interviews for 20 minutes starting at 6:00 p.m. on Wednesday, January 9, 2019. The last interview will take place at 7:00 p.m. The meeting for those interviews will be a Special Board Meeting and Village Clerk, Bjorklund will contact all board members to attend.

The committee discussed the Employee Handbook. They would like to set a future Special Board Meeting to discuss the aspects of the handbook. The meeting will be set for: Monday, January 14, 2019 at 5:00 p.m. prior the Regular Village Board Meeting held that day.

The committee discussed the plowing of roads in the village. Village President, Ebersold would like Village Clerk, Bjorklund to place discussion of plowing the roads on the Monday, January 14, 2019 Village Board Meeting Agenda held at 6:00 p.m.

The committee discussed the Airport Manager. Rod Kleiss had addressed concerns to Village Clerk, Bjorklund that the Airport Manager should be someone that is active with the Airport. He would like to be involved in that



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## Administration Committee Meeting

process. Village Clerk, Bjorklund will contact Mr. Kleiss to see if he would like to discuss it further at a Regular Meeting or Special Board Meeting. More discussion will take place at a future meeting.

Village Clerk, Bjorklund detailed the fact that there will most likely not be a Spring Primary. There will be no races for state from confirmation she had received from the state. She had also emailed the school district and there are no races there, and there will be no races for the village. She noted that prior to the Administration Meeting, she and a Village Trustee drew names for lot placement on the April 2, 2019 Village Ballot. There was 1 candidate for Village President and 4 candidates for Village Trustee.

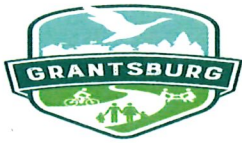
Village Treasurer, Meyer detailed the 2019 Budgeted Insurance Amounts. These figures did not include the library. The original budget for insurance was \$185,900 which was based on previous insurance through Anthem, Blue Cross Blue Shield. The actual cost will be \$123,200 due to the change of insurance with WEA Trust Essential Qualified Self-Funded Plan as part of the WEA Trust/Western WI Municipal Consortium. The savings in the budget was \$62,700 because of the change of insurance. The board had implemented a 75¢ per hour increase at the December 10, 2018 Village Board Meeting, as part of the motion for approval of Option #4 which the employees had chosen. With that increase in wages, the cost is \$16,626. The implemented Health Savings Account (HSA) that the Village Board had approved, and the employees chose is \$1,500 single and \$3,000 for family and the cost for that is \$19,500. Village Trustee, Meyer queried the committee if they would consider additional HSA amounts for single and family coverage. She noted that a few of the employees were concerned about the change to insurance and that the increase to village contribution could help with the increased costs to the employees. She had 3 options to discuss. They were: \$250 Single, \$500 Family for a total increase of \$3,250 additional for the village. Also, \$500 Single, \$1000 Family for a total increase for the village of \$6,500 and \$750 Single, \$1,500 Family for a total increase to the village of \$9,750.

***Member, Coy moved, seconded by Member, Peer to recommend to the full board to increase village HSA contribution by \$500 for single and \$1,000 for family for the first year on top of the \$1,500 Single and \$3,000 Family coverage. The first installment into Single HSA would be \$875 for the 1<sup>st</sup> quarter 2019 and Family HSA would be \$1,750 for the 1<sup>st</sup> quarter 2019.***

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

***Member, Coy moved, seconded by Member, Peer to adjourn the Administration Committee Meeting at 4:20 p.m.***

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



*Start here.*

January 3, 2019

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Submitted by:

*Patty Bjorklund*

Patty Bjorklund – WCMC, CMC, CMTW  
Village Clerk, Deputy-Treasurer  
January 3, 2019