



April 16, 2018

Administration Committee Meeting

The Administration Committee met on Monday, April 16, 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
Police Chief, Jeff Schinzing
Library Director, Kristina Kelly-Johnson
Ordinance Officer, John Erickson
Village Trustee, Caylin Muehlberg

Police Chief, Schinzing opened the discussion with an email he submitted from Anthony Cronlin regarding a follow-up to a conversation between them and the Community Service Officer being armed in their capacity in that role. The job class was described as "Civilian-Non-Sworn" as opposed to a full or part time police officer. The job duties are to enforce ordinance violations "through the use of warnings, compliance warnings, and citations." The question was should the individual be allowed to carry a weapon as part of his/her job duties. Mr. Cronlin felt that the Village and LWMML as its insurer could face liability exposure for any injuries or damages arising out of the use of a weapon. The individual would want to adequately train the officer on gun safety, appropriate use of the weapon, use of force, and all of the other training required of its armed police officers. Chairman, Ebersold stated that Mr. Erickson has been trained as a Police Officer in Minnesota. Discussion ensued. Police Chief, Schinzing will research the fact that the Ordinance Officer has been trained as a police officer and if this falls under the criteria of coverage.

Police Chief, Schinzing discussed the possibility of working together with neighboring communities to share a full-time officer between municipalities in a "cost-sharing effort". He is also looking at the possibility of having the school help fund the venture by nature of having a police school liaison that would help with the cost of hiring another officer in a part-time capacity. The need for another part-time officer would help his department he stated. He is looking at avenues for cost-saving to the village and fulfilling a need. He will discuss with Grantsburg School Superintendent Joan Burgin the possibility of a police school liaison and sharing the cost of a part-time officer with the Village of Grantsburg.

Village Treasurer, Meyer presented banking proposals with US Bank, Bremer Bank and Community Bank. The current volume, price and fees were detailed. Total interest earned less service charges was presented. Community Bank came in with the most attractive fees.



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Member Peer moved, seconded by Member Coy to recommend to the full board to move all banking to Community Bank in Grantsburg.

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

Kristina Kelly-Johnson opened up discussion for informational purposes regarding librarian compensation. She stated that Village Trustee, Muehlberg had asked to have the discussion take place but she was helping until Muehlberg arrived at the meeting giving details. She passed out Library Employees Compensation and calculations from 2016 for wage scale goals. She noted that in 2016 the library board asked her to obtain wages and benefits comparable to service populations from other library directors. At that time, she obtained various comparables. The discussion focused around a formula that was created between Trustee, Muehlberg and Library Director, Kelly-Johnson. The calculations were done which includes a 2% increase each January 1st and an increase to reach wage scale each June 1st. This is done to help with the apportionment of the wage scale in a 3-year cycle. Library Director, Kelly-Johnson and Trustee, Muehlberg wanted to give the committee an idea of what the library is looking at for future wage planning.

Member Coy moved, seconded by Member Peer to adjourn the Administration Committee Meeting at 10:50 a.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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