

**Village Of Cambridge
Public Meeting
Personnel Committee Meeting
Tuesday, February 1, 2022
5:30 P.M.
Virtual via Zoom Meeting**

MINUTES

APPROVED 2.8.2022

1. **Call To Order/Roll Call:** Trustee Schaefer Weiss called the meeting to order at 5:39 p.m. Members present: Trustees Franklin and Kumbier. Others present: Chrissie Brynwood, Treasurer; Mark McNally, President; Judge Milsap; Derek Schroedl; Tod Lord & Bruce Crump.
2. **Proof Of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Web Site.
3. **Approval of Minutes from Meeting on October 26, 2021:**

Trustee Franklin made a motion to approve the minutes as presented, seconded by Trustee Kumbier. Motion carried.

4. **Public Appearances/Citizen Input:** None
5. **Old Business:** None
6. **New Business:** Discussion and Possible Action Regarding:

Trustee Franklin made a motion to move item 6C- Court Clerk Position to now, seconded by Trustee Kumbier. Motion carried.

- c. **Court Clerk Position.** Judge Milsap stated that her court clerk of 20 years, Carol Kornstedt, has retired as of January 31, 2022. Judge Milsap explained that she has cancelled court for two months due to Covid. She has prepared has a job description that she would like posted for this position and would like a 2-week turnaround. Judge Milsap requesting someone other than herself to be the point of contact. Treasurer Brynwood stated she can be the point of contact with questions and turning the applications into. Judge Milsap invited and members of the Personnel Committee to join in on the interviews, but the Judge will be interviewing as well as appointing the clerk position. Judge Milsap has requested the job to be posted with the pay rate of \$17.00-\$21.00 based on experience.

Trustee Franklin made a motion to approve the Court Clerk Position to be posted with payrate of \$17.00 to \$21.00 an hour for Judge Milsap, seconded by Trustee Kumbier. Motion carried on a roll call vote.

- a. **Director of Public Works Position.** Discussion on the newly vacated Director of Public Works position. President McNally spoke with former Director Breunig as well with Administrator Moen. President McNally shared that he feels that Derek Schroedl can take the lead as Water and Sewer and Tod Lord can take the lead over Streets and Parks. Both Derek and Tod agreed and mentioned things are working very well right now given the hastiness of the departure of Director Breunig. Trustee Kumbier mentioned that they need to be proactive. President McNally suggested that detailed job descriptions need to be developed and approved by the Board of

Trustee's. President McNally stated he would work with Administrator Moen on developing the detailed job descriptions.

Trustee Franklin made a motion to appoint Derek Schroedl as Acting Superintendent of Water and Sewer and Tod Lord Acting Superintendent of Streets and Parks at a rate of \$26.00 plus \$1.00 per each certification for each employee, contingent upon board accepted detailed job descriptions, seconded by Kumbier. Motion Carried.

- b. **Review of Employee Policies** Treasurer Brynwood stated that Administrator Moen explained that in 2019 Sick leave policy, Joined State Income Continuation, Dental added Vision, Payout of unused vacation time has been approved but just needs to be added in the handbook. Trustee Schaefer Weiss questioned when Treasurer Brynwood was reviewed? Treasurer stated not yet, but it was mentioned that it was due. Derek Schroedl mentioned that his last review was completed before Jeff Wright left his position. President McNally suggested that the Board of Trustee's need to review Administrator Moen. Trustee Schaefer Weiss explained what 360 reviewing is. It is anonymous feedback from all employees to evaluate their superiors.

Trustee Franklin made a motion to have the Personnel Committee do an evaluation on Administrator Moen to be completed by March 31, 2022, seconded by Trustee Kumbier. Motion carried.

Trustee Franklin made a motion to have employees be evaluated in January and a mid-year review in June, seconded by Trustee Schaefer Weiss. Motion carried.

7. Any other business to be brought before the committee

8. **Adjournment:** Trustee Franklin made a motion to adjourn, seconded by Trustee Kumbier. Motion carried. Trustee Schaefer Weiss adjourned the meeting at 6:38 p.m.

Chrissie Brynwood, Village Clerk/Treasurer/Administrator