

**Village Of Cambridge**  
**Public Meeting**  
**Personnel Committee Meeting**  
**Amundson Community Center**  
**200 Spring St, Cambridge**  
Tuesday, March 1, 2022  
5:30 P.M.

AGENDA

1. Call To Order/Roll Call
2. Proof Of Posting
3. Approval of Minutes from Meeting: February 1, 2022
4. Public Appearances/Citizen Input
5. Discussion and Possible Action Regarding:
  - a. **Convene into Closed Session** per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Public Works
  - b. Reconvene into Open Session
  - c. Possible action taken on closed session items
  - d. Department of Public Works Job Descriptions
  - e. Vacant Director of Public Works Position
  - f. Employee Vacation Leave Policy
6. Any Other Business to be Brought Before the Committee
7. Adjournment

**NOTE:**

1. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
2. A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members nor shall any action be taken by said Village Board members at this meeting.
3. More specific information about agenda items may be obtained by calling 423-3712.

Lisa Moen, Village Clerk /Administrator/Deputy Treasurer

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

**MINUTES**

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

## DEPARTMENT OF PUBLIC WORKS DIRECTOR

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### **Job Summary**

This position will participate in the operational tasks of the department and utilities but also plans organizes and directs the operative public works functions, streets, sewer, water, and stormwater utilities, buildings grounds, parks and equipment. Supervisory duties include assignment of work, monitoring progress of work and making recommendations to the Village Board for disciplinary action or performance evaluations. The Director of Public Works reports to the Village Administrator, Water and Sewer Committee and the Village Board.

### **Description of Work**

This position performs administrative and supervisory duties in the Public Works Department. The Director of Public Works must be able to work side-by-side with Laborers in maintaining village-owned facilities and grounds and the street/sewer/water/stormwater infrastructure. Skilled work involves performing work in the operation of heavy equipment such as a tractor, mowers, dump trucks, brush chipper, skid loader, snow plow and wheel loader. Administrative duties involve working with the Village Treasurer to create the Public Works and Utility budgets, prepare bid documents and oversee Village projects. This position works closely with village staff, village officials, contractors, vendors, regulatory agencies and the general public.

***Examples of Work:*** (Note; This listing of typical duties is intended to be illustrative only and does not include all of the tasks performed by the position.)

- Supervise and maintain the day-to-day activities of all streets, parks and buildings/grounds operations.
- Maintain streets – cold patch, paint street markings.
- Drives dump truck, operates mowers, chippers and other light utility vehicles and specialized equipment.
- Mows and trims grass, picks up leaves, trims and remove trees and chips brush.
- Plow, salt and sand streets and shovel sidewalks.
- Maintains a maintenance schedule to inspect, service, wash and make minor repairs to vehicles and equipment.
- Maintains and empty all trash containers on Main Street and parks as needed.
- Supervise and maintain street signs, painting of posts, install new signs as necessary along with installing and maintain flags on Main Street. Install and maintain Main Street Christmas decorations and banners as necessary. Provide plant maintenance on Main Street and Downtown Park plantings, including watering and fertilizer as needed.
- Maintain Village street lights and posts.
- Maintain road to, and operations at, the Village Dump area off of Lagoon Dr.
- Supervise and maintain all village parks including, mowing, trimming, applying fertilizer, control weed growth and maintain all park playground equipment including picnic tables and benches.
- Supervise the safety conditions of work environments.
- Prepare the annual Public Works and Utility budgets together with the Village Treasurer.
- Prepare specifications and bid documents for truck and equipment replacement as well as bid documents for street, curb & gutter and/or sidewalk, utility projects.
- Work with Engineers, contractors and financial consultants as necessary.
- Work under diverse and changing weather conditions with the DPW crew and or water/sewer crew in the coordination of and participation in snow plowing and removal, repairs/maintenance of all Village streets, sidewalks, gutters, storm sewers, buildings, grounds and sewer and water infrastructure.
- Perform all administrative duties as directed by the Administrator, Water and Sewer Committee and/or Village Board.
- Assist water and sewer superintendent whenever needed with water mains, sewer back-up.
- On-call for water and sewer weekend duties on a rotating schedule.
- General maintenance at the Village Garage, Community Center and West Side Park warming room and bathrooms.
- Attend Village Board meetings or Committee meetings when requested by the Village President or Committee Chairperson.
- Keep accurate records and ensure accurate reports to the Wisconsin Department of Natural Resources (DNR), Public Service Commission (PSC), other regulatory bodies and entities as needed.
- Perform other duties as assigned.

### **Requirements**

- Must be able to work independently without supervision.
- Must have CDL license.
- Must have a high school diploma with 3-6 years of related work experience
- Strong public relations skills.
- Must obtain water certification (grade GD-1) and/or wastewater certification within 1 year of hire.

### **Advanced Knowledge**

- Knowledge of sewer, water and street construction/repair/maintenance (including cleaning methods)
- Knowledge of vehicle and equipment maintenance/repair
- Knowledge of occupational hazards, safe work practices and environmental conditions and safety data sheets.
- Knowledge of laws and regulations relating to the streets, parks and water/sewer utilities in order to ensure compliance.
- Must have the ability to supervise and evaluate employees.
- Must have the ability to plan, organize and review the work of crews engaged in diversified public works and utility projects and services under all weather conditions.
- Must have the ability to communicate orally and in writing.
- Must have working knowledge of Internet, E-mail, Microsoft Word and Microsoft Excel.
- Must have the ability to work with and maintain budgets of significant size and cost responsibility.

## **JOB DESCRIPTION**

### **POSITION: PUBLIC WORKS SUPERINTENDENT**

#### **GENERAL DUTIES:**

Responsibilities deal with all aspects of the operation and maintenance of the Village of Cambridge Public Works Department. Performs functions requiring the use of judgment in the planning and carrying out of work activities. Responsible, under the oversight of the Director of Public Works, for operation and maintenance of village properties, streets and parks, as well as direction and oversight of employees within the Public Works Department.

#### **RELATIONSHIPS:**

Reports to the Director of Public Works, who reports to the Village Administrator, and the Village Board of Trustees. Works closely with village staff, village officials, contractors, Water and Sewer Superintendent, vendors, regulatory agencies and general public.

**Examples of Work:** (Note; This listing of typical duties is intended to be illustrative only and does not include all of the tasks performed by the position.)

- Maintain the day-to-day activities of all streets, parks and buildings/grounds operations.
- Maintain streets – cold patch, paint street markings.
- Drives dump truck, operates mowers, chippers and other light utility vehicles and specialized equipment.
- Mows and trims grass, picks up leaves, trims and remove trees and chips brush.
- Plow, salt and sand streets and shovel sidewalks.
- Maintains a maintenance schedule to inspect, service, wash and make minor repairs to vehicles and equipment.
- Maintains and empty all trash containers on Main Street and parks as needed.
- Supervise and maintain street signs, painting of posts, install new signs as necessary along with installing and maintain flags on Main Street. Install and maintain Main Street Christmas decorations and banners as necessary. Provide plant maintenance on Main Street and Downtown Park plantings, including watering and fertilizer as needed.
- Maintain Village street lights and posts.
- Maintain road to, and operations at, the Village Dump area off of Lagoon Dr.
- Maintain all village parks including, mowing, trimming, applying fertilizer, control weed growth and maintain all park playground equipment including picnic tables and benches.
- Supervise the safety conditions of work environments.
- Work with Engineers, contractors and financial consultants as necessary.
- Work under diverse and changing weather conditions with the DPW crew and or water/sewer crew in the coordination of and participation in snow plowing and

removal, repairs/maintenance of all Village streets, sidewalks, gutters, storm sewers, buildings, grounds and sewer and water infrastructure.

- Assist water and sewer superintendent whenever needed with water mains, sewer back-up.
- On-call for water and sewer weekend duties on a rotating schedule.
- General maintenance at the Village Garage, Community Center and West Side Park warming room and bathrooms.
- Perform other duties as assigned.

### **Requirements**

- Must be able to work independently without supervision.
- Must have CDL license.
- Must have a high school diploma with 3-6 years of related work experience
- Strong public relations skills.
- Must obtain water certification (grade GD-1) and/or wastewater certification within 1 year of hire.

### **Advanced Knowledge**

- Knowledge of street construction/repair/maintenance
- Knowledge of vehicle and equipment maintenance/repair
- Knowledge of occupational hazards, safe work practices and environmental conditions and safety data sheets.
- Must have the ability to communicate orally and in writing.
- Must have working knowledge of Internet, E-mail, Microsoft Word and Microsoft Excel.



## **JOB DESCRIPTION**

### **POSITION: WATER AND SEWER SUPERINTENDENT**

#### **GENERAL DUTIES:**

Responsibilities deal with all aspects of the operation and maintenance of the Village of Cambridge Water, Sewer and Stormwater Utilities. Performs functions requiring the use of judgment in the planning and carrying out of work activities. Responsible, under the oversight of the Director of Public Works, for operation and maintenance of all utility equipment including pumping stations, reservoirs, and water treatment equipment as well as direction and oversight of employees within the Water and Sewer Department.

#### **RELATIONSHIPS:**

Reports to the Director of Public Works, who reports to the Village Administrator, Water and Sewer Committee and the Board of Trustees. Works closely with the Utility Clerk and with other village staff, village officials, contractors, Public Works Superintendent, vendors, regulatory agencies and general public.

#### **ESSENTIAL DUTIES:**

1. Responsible for water meter readings (monthly) as well as special reads needed throughout the month.
2. Install new water meters in new homes prior to occupancy, and replace old meters with new radio read meters.
3. Maintain well equipment, which includes:
  - a. Backwashing iron filters weekly,
  - b. Reading and recording daily meter readings,
  - c. Filling salt tank for softener, and
  - d. Testing for fluoride daily,
  - e. Other testing as needed/required.
4. Keep accurate records and prepare accurate monthly reports for the Wisconsin Department of Natural Resources (DNR) and Public Service Commission (PSC).
5. Operate and maintain utility grounds and equipment, which includes water mains, sewer lines, lift stations, hydrant flushing and valve exercising.
6. Schedule and perform equipment repair.
7. Respond to emergencies and coordinate repair of water main breaks with contractors as needed.
8. Enforce water and sewer related ordinances as needed (i.e. cross connections).



9. Create and maintain a maintenance plan and checklist for water system as well as equipment, while adhering to policies already put in place.
10. Communicate operational or maintenance problems to the Director of Public Works, Administrator and village officials when necessary.
11. Assist Public Works Superintendent with general parks and streets tasks. Tasks may include leaf collection, tree planting, mowing and snow plowing.
12. Other duties as assigned or required.

#### **REQUIREMENTS:**

1. High School diploma or GED required.
2. Able to gain knowledge of DNR regulations, safety precautions, water distribution principles and practices.
3. Clear and effective communication skills with others within and outside the organization.
4. Able to establish and maintain courteous and effective working relationships with village officials, village staff, contractors, vendors and the general public.
5. Able to make mathematical calculations and fill out records. Ability to make accurate observations and recordings of plant operations.
6. Possess high sense of responsibility and initiative to work independently without direct supervision.
7. Must possess or be able to obtain a Grade 1 DNR Water Certification with grades D, G, I and Z.
8. Able to work extended or non-standard hours and to respond to emergencies in a timely manner.
9. Possess valid regular operator driver's license.
10. Able to obtain CDL license within one year of hire.
11. Able to operate a personal computer.
12. Able to effectively and timely respond to inquiries and complaints from the general public.

#### **PHYSICAL FACTORS:**

Good working conditions involving occasional exposure to adverse weather conditions.

As established by the Library board, library employees may have alternative holiday hours and holiday pay schedule.

### **Vacation**

We believe that you should have a period of rest and relaxation each year. The amount of your vacation is determined by the number of full years of service that you have completed.

Vacation for new employees is prorated from the date of hire to the end of the calendar year. Vacation is not counted as time worked for purposes of determining overtime pay.

Vacation is scheduled through your supervisor. You may take vacation in increments of four hours. The schedule of the vacation benefit is:

- Upon hiring 5 days
- After one year of service 10 days
- After five years of service 15 days
- After ten years of service 20 days
- After twenty years of service 25 days

Part-time employees receive vacation pay based on the total number of hours that they work in comparison with total hours worked by a full-time employee. For example, if an employee who works 40 hours per week gets 10 days of vacation, and employee who works 20 hours would get 5 days of vacation. An employee who works 30 hours per week would get 7.5 days.

All vacation requests are approved by the Clerk. It is policy that at least one and preferably two employees must be in the office and at least one and preferably two public works/utility employees must be "in the field" each regular weekday, except under special circumstance as approved by the Village Board and/or Personnel Committee, such as training. Vacation is typically approved on a first come basis, but approval is at the discretion of the Clerk and/or Department Supervisor. Appeals regarding vacation requests may be made to the Personnel Committee.

Unused vacation time will be paid out at 100% at the end of the calendar year.

### **Sick Leave**

Full-time employees accrue one sick day per month. You may accumulate sick leave up to 1,000 hours. At the end of the calendar year during which you accrued more than 1,000 sick hours, you will be paid a daily rate for each sick day more than 1,000 hours. Sick leave is charged at a minimum increment of two hours. If you use a sick day, you must call in and notify your supervisor as soon as possible. Part-time employees are not eligible for this benefit.

Sick leave, not other time off, is meant to be used when you are sick. Your supervisor may ask you to present a doctor's note, or other evidence of illness. If you are sick more than three days in a row, you must get a medical slip signed by your doctor authorizing you to return to work. You may use sick leave for the care of your child's minor illness if alternative care is not available. Sick leave is a privilege and not a right. If you abuse this privilege, you will be subject to disciplinary action.

Upon retirement, and after working for the Village for at least 10 years, employees may be compensated for up to 1,000 hours of accumulated sick leave. Such compensation will be paid into a Post Employment Health Plan with North Shore Bank as approved by the board January 2016. The Village will apply the accumulated sick leave at full value of one day pay per day of accumulated sick time.