

Village Of Cambridge
Personnel Committee Meeting
Amundson Community Center, Senior Room
200 Spring St, Cambridge
Tuesday, April 19, 2022
5:30 P.M.

1. Call To Order/Roll Call
2. Proof Of Posting
3. Approval of Minutes from Meeting: April 11, 2022
4. Public Appearances/Citizen Input
5. Discussion and Possible Action Regarding:
 - a. Public Works Laborer Position
 - b. **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: Administrator Moen review
 - c. Reconvene into Open Session
 - d. Possible action taken on closed session items
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.
- 4.

Lisa Moen, Village Clerk /Administrator/Deputy Treasurer

**Village Of Cambridge
Personnel Committee Meeting
Amundson Community Center
200 Spring St, Cambridge
Monday, April 11, 2022, 5:30 P.M.**

MINUTES

1. **Call To Order/Roll Call:** The meeting was called to order at 5:30 p.m. Members present: Trustees Franklin, Kumbier and Schaefer Weiss. Others present: President McNally; Lisa Moen, Administrator; Tod Lord
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:** March 9, 2022: Trustee Franklin made a motion to approve the minutes as presented, seconded by Trustee Schaefer Weiss. Motion carried.
4. **Public Appearances/Citizen Input:** None
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 Trustee Schaefer Weiss made a motion to enter 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, seconded by Trustee Kumbier. Motion carried 3-0 on a roll call vote.
 - b. **Reconvene into Open Session:** Trustee Franklin made a motion to reconvene into Open Session, seconded by Trustee Kumbier. Motion carried on a 3-0 roll call vote.
 - c. **Possible action taken on closed session items**
 - i. **Public Works Director** Trustee Franklin made a motion to recommend to the Village Board the hiring of Tod Lord as the Public Works Director, at a rate of \$26.00 per hour, with a dollar an hour increase for each certification obtained, seconded by Trustee Kumbier. Motion carried.
 - ii. **Public Works Laborer:** This will be taken up at our next meeting.
6. **Any Other Business to be Brought Before the Committee:** next meeting will be April 19, at 5:30 p.m. It will include the Administrator Review and Public Works Laborer position.
7. **Adjournment:** Trustee Franklin made a motion to adjourn, seconded by Trustee Kumbier. Motion carried. Meeting adjourned at 6:25 p.m.

Public Works Laborer Job Description

This individual will be responsible for helping to maintain streets and parks, as well as assisting with operation and maintenance of the Village's water & wastewater system. Duties will include:

Streets - Plowing snow, patching streets, painting traffic markings, maintenance and repair of traffic signs, curbside collection of residential yard waste, mowing street edges, basic repair & maintenance of trucks, tractor, and associated equipment.

Parks - Mowing lawn, string trimming, maintenance and repair of playground equipment, maintenance and cleaning of park shelters and restrooms, trimming trees, basic daily maintenance of lawn mowers and other power equipment.

Basic maintenance and repairs of the Village Hall and other Village and utility owned property.

Utility: basic maintenance of equipment, flushing hydrants, water testing.

All other routine tasks as assigned by the Director of Public Works The successful applicant must be safety conscious and able to work independently on assigned tasks.

Other duties as assigned.

Weekend -on-call: be able to work a rotating schedule.

Work in all types of environments: extreme heat and cold. Most tasks are completed outdoors.

Be willing to work extended hours on nights, weekends, and holidays, mostly for plowing. Might be called in for other emergencies.

The applicant will need or be able to obtain a valid Wisconsin CDL, Wisconsin DNR Certifications & will need to be able to lift at least 50 pounds. A background check and drug test may be required.

Job Type: Full-Time (40 Hours per Week) Salary Range: \$17.00-\$20.00 per hour plus full benefits.

Applicants should fill out an application from the Village of Cambridge website: www.ci.cambridge.wi.us. Cover Letters can also be sent with the application. Applications and Cover Letters will be accepted until 4:00 PM on 10/15/2021. Please send to Imoen@ci.cambridge.wi.us or by mail:

Village of Cambridge
Attn: Public Works Laborer Position
200 Spring St
Cambridge, WI 53523

Village of Cambridge

September 29,2021

Press Release

For additional information contact:

Village of Cambridge, 608-423-3712

Village of Cambridge Public Works Laborer Job Description

The Village of Cambridge, WI is seeking a qualified individual to fill the position of Laborer in the Public Works Department. This individual will be responsible for helping to maintain street and parks, as well as assisting with operation and maintenance of the Village's water & wastewater system. The applicant will need or be able to obtain a valid Wisconsin CDL, DNR Certifications & will need to be able to lift at least 50 pounds. A background check and drug test may be required.

Job Type: Full-Time

Salary Range: \$17.00-\$20.00 per hour plus full benefits.

Please see the full job description on the Village web site: ci.cambridge.wi.us

Please submit your cover letter and resume to the Village of Cambridge. PO box 99, 200 Spring St, Cambridge, WI 53523, Attention Public Works Position, or email to:

Imoen@ci.cambridge.wi.us. Cover letters and resumes will be accepted until 4:00 p.m. on October 15, 2021.