

**VILLAGE OF BALDWIN**  
**PUBLIC SAFETY/PERSONNEL MEETING**

January 4, 2024 – 6:00pm

Minutes

Meeting called to order by Jodi Peterson at 6:03pm.

Roll Call: Kristine Forbes, Chad Wernlund, Austin VanSomeren, Jodi Peterson, Frank Pascarella

Others present: Brad Boldt, Public Works Director

Vacant WWTP position: The committee approved posting a job description and posting for this position, with a pay range of \$27-\$33, depending on qualifications and experience. Staff were directed to post the job on the website and in the paper, along with a posting to the League of Municipalities.

Short and Long-term personnel requirements for operating the WWTP: The committee agreed to come back in August to discuss the position of lead operator of the WWTP. Discussion ensued regarding reaching out to the University of River Falls to discuss a possible internship program with them, with the end site being a possible hire. Staff were asked to start communication with the university.

Address search options for the vacant Administrator position: Kristine will be coming to the office to observe job flow and interpret which jobs duties are taken under which title. This will then give the board a better understanding of what they are looking for and need in the Administrator position. Plan to have the committee meet again on January 30<sup>th</sup> to discuss the findings.

Discuss providing Part-time assistance to the Deputy Clerk: Deputy Clerk provided reasoning of why she needed clerical assistance in the office now. Discussion on how to pay this limited time position of 350 hours/\$20/hour was cleared by using 50% of water/sewer funds, and 50% of administrative funds. The Interim Administrator reminded the board he would be out of town for 6 weeks and the funds could be allocated from there.

Closed Session: Forbes **moved** to convene to closed session pursuant to Wisconsin Statutes 19.85(1) (c) – Consideration of employment, promotion, compensation or performance evaluation data of any village employee who is subject to the jurisdiction or authority of the board. Seconded by Van Someren. Motion carried.

Discussion ensued regarding the pay grade that Trevor Anderson was at compared to the rest of the public works base. It was the recommendation of this committee to bring him to \$28.00 even, with the potential for an increase after the completion of licensing received and reviews given. This would backdate to January 1<sup>st</sup>.

Motion by Wernlund, second by VanSomeren to reconvene into open session at 7:33. Motion carried.

Meeting adjourned at 7:34pm.

Respectfully submitted,

Jodi Peterson, Deputy Clerk