

VILLAGE OF BALDWIN
PUBLIC SAFETY/PERSONNEL MEETING

January 30, 2024 – 6:00pm

Minutes

Meeting called to order by Jodi Peterson at 6:00pm.

Roll Call: Kristine Forbes, Chad Wernlund, Austin VanSomeren

Others present: Brad Boldt, Public Works Director, Frank Pascarella, Interim Administrator

1. Reviewed the job description for Administrator/Clerk/Treasurer. Changed many things, including the job title to consist of Administrator/Clerk. Treasurer title to go to Steve Perry. Frank will complete the new job title in time for the next board meeting.
2. Flow-chart - recommendation to throw this out. Changes to Ordinances will need to be made.
3. Discussed our PTO policy as it compares to surrounding communities. Findings were comparable. Agreed to let the new Administrator/Clerk redefine the PTO formula to allow for the taking out of the holiday schedule. Holidays would be paid straight out and not affected by PTO. This will be done and ready for the 2025 budget year.
4. 2024 Holiday schedule was set, with no changes needed.
5. Memo from Police Admin was sent back to the PD Chief for reference.
6. Discussed the 10 applicants who applied. One stood out and had interviewed previously. The committee agreed to waive the interview process therefore and allow PW Director to take this applicant on a tour of the facilities and gauge his interest. This will be done before the next board meeting. A possible offer of \$30/hour with a front load of 1 weeks' vacation was recommended.
7. Convened into closed session to discuss the review of the Public Works Director.
8. Motion by Van Someren, seconded by Wernlund to reconvene into open session at 7:48
9. Adjourned

Respectfully submitted,

Jodi Peterson, Deputy clerk