



Village of Grantsburg

Administration Committee Meeting

Tuesday, March 2, 2021

The Administration Committee for the Village of Grantsburg met remotely via zoom on Tuesday, March 2, 2021 at 4:30 p.m.

Present: Chairman/President Longhenry, Trustee Barton, Trustee Peer

Others present: Police Chief Dan Wald, Deputy Clerk/Treasurer Allison Longhenry, Village crew John Erickson

Call to Order Chairman Longhenry called the Administration Committee meeting to order at 4:30 pm. The Pledge of Allegiance was recited.

Pool Manager and Lifeguards C/T Meyer expressed concerns with staffing at the pool for the 2021 season. No applications have been received for the manager position and Deputy C/T Longhenry has been contacting 2019 concession workers and lifeguards to see how many plan on returning this year. Only several in each area have said they would like to work this season. Previous manager Sarah Covey was contacted by the lifeguard training instructor, Michelle Olig, and June 12th and 13th has been reserved for the Village's lifeguard certification training. John Erickson expressed his concern with getting everything ready and running at the pool in time. He is meeting with the rep from Carrico Aquatics next week regarding the pool chemicals and getting things running. The committee instructed C/T Meyer to put another ad in the paper for Pool Manager and to also advertise for lifeguards. Both ads should be sent to the local and area schools.

John Erickson-Water & Wastewater Certifications Erickson explained his understanding of wage increases once he became certified in Wastewater and Water as explained to him by former DPW Bartlett. Erickson understood that he would receive a \$0.50 increase when he became certified in Wastewater and another \$0.50 increase when he became certified in Water. He has only received the \$0.50 increase for Water certification, not for Wastewater, which he passed November 7, 2018. C/T Meyer research the minutes from when Erickson was hired as Water/Sewer Operator on August 28, 2018 and there is nothing in the minutes that explains when or how much increases would be once certified. The Committee agreed that the \$0.50 per hour should be paid to Erickson from when he became certified in Wastewater.

Workhorse Water/Sewer Inventory Software C/T Meyer and Deputy C/T Longhenry explained the elaborate excel spreadsheet used by former DPW Bartlett to track meters, services, testing dates, compliance dates, etc. for water and sewer. Workhorse, the software used by the Village for Utility Billing, Payroll and Accounting, has a Utility inventory program that would interface with the Utility Billing and Accounting programs. **Motion by Trustee Peer, second by Trustee Barton to recommend the Village Board approve purchasing the Utility Inventory software program from Workhorse at a cost of \$3,100, which includes training, and a yearly cost of \$555. Motion passed unanimously.**

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION pursuant to Wis. Stats. 19.85 (c) “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.”

Motion by Trustee Barton, second by Trustee Peer to convene into closed session. Motion passed unanimously.

All present except the Committee left the meeting or were logged off the meeting via zoom.

THE ADMINISTRATION COMMITTEE WILL RECONVENE INTO OPEN SESSION pursuant to Wis. Stats. 19.85 (2) and will make recommendation(s) to the Village Board, if needed, from closed session.

Motion by Trustee Barton, second by Trustee Peer to reconvene into open session. Motion passed unanimously.

Adjournment. Motion by Trustee Barton, second by Trustee Peer to adjourn the meeting at 5:40 p.m. Motion passed unanimously.

Sheila Meyer
Clerk/Treasurer