



January 30, 2020

## Administration Committee Meeting

The Administration Committee met on Thursday, January 30, 2020 at 7:00 p.m. at 316 S. Brad Street, Grantsburg, WI.

Present: Village President/Chairman, Michael Longhenry  
Trustee Diane Barton  
Trustee Greg Peer

Others: Police Chief Dan Wald  
Director of Public Works (DPW) Chris Bartlett  
Deputy Clerk/Treasurer Allison Longhenry  
John Richards, Grantsburg Industrial Development Association (GIDC) President  
Rick Roeser, Northwest Regional Planning Commission (NWRPC) Business Development Specialist

President and Committee Chairman Longhenry called the Administration Committee Meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

John Richards, GIDC and Rick Roeser, NWRPC appeared to ask the committee about starting the process of expanding and developing the Industrial Park located on W. Benson Avenue. The committee invited them to the Special Village Board meeting scheduled for Tuesday, February 4, 2020 at 4:30 p.m. to explain their request/plans to the entire Village Board.

**Discussion/Action: The Village Board will convene into closed session to review applications received for the public work's crew position and select applicants to interview 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 Peer, second by Trustee Barton to convene into closed session. Motion carried.

**Discussion/Action: The Village Board will reconvene into open session pursuant to Wis. Stats. 19.85 (2) and will make decisions, if needed, from closed session.** Motion by Trustee Peer, second by Trustee Barton to reconvene into open session. Motion carried.

While in closed session, the committee reviewed the eight applications received for the Public Work's crew position. The following individuals were selected for interviews: Tracy Blakeslee, Bill Buggert, Brandon Loftus and Joe Sturdevant (Sturdevant resigned from the Village Board prior to submitting his application).

**Discussion/Action: Recreation Committee recommendation on Assistant Pool Manager.** The Recreation Committee recommended hiring Olivia Brock as Assistant Pool Manager at \$12.50 per hour. The Administration Committee discussed the request from Pool Manager Sarah Covey and the recommendation from the Recreation Committee. **Motion by Trustee Peer, second by Trustee Barton to recommend the Village Board offer Olivia Brock the Assistant Manager position for the Grantsburg Municipal Pool at \$12.50 per hour to be paid for all of Brock's duties including lifeguarding. Motion carried.**

**Discussion/Action: Change Crew Hours/Schedule.** DPW Bartlett requested he be allowed to change the Public Work's crew working hours Monday – Friday to 7:00 a.m. to 3:30 p.m. from the current 8:00 a.m. to 4:30 p.m. This would allow the crew to accomplish several tasks prior to the businesses opening and traffic increasing. **Motion by President Longhenry, second by Trustee Peer to recommend the Village Board allow DPW Bartlett to change the Public Work's crew working hours Monday – Friday to 7:00 a.m. to 3:30 p.m. Motion carried.**

**Discussion/Action: Safety Policies.** DPW Bartlett explained the safety policies and training materials he has been reviewing from United Heartland, the Village's worker's compensation insurance carrier, for the Public Work's crew. He went thru some of the policies and asked the committee's priorities and recommendations for the most important areas to start on immediately and which could wait. DPW Bartlett will continue to work on this project with the help of Deputy Clerk/Treasurer Longhenry.

**Discussion/Action: Adjournment.** **Motion by Trustee Barton, second by Trustee Peer to adjourn the meeting at 8:30 p.m. Motion carried.**

Sheila Meyer  
Clerk/Treasurer