



# Village of Grantsburg

## Administration Committee Meeting

### Tuesday, December 29, 2020

The Administration Committee for the Village of Grantsburg met on Tuesday, December 29, 2020, at 3:00 p.m. in the Board Room at the Village Office, 316 S. Brad Street, Grantsburg, WI and also remotely via zoom.

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

Others present: Director of Public Works Chris Bartlett, Police Chief Dan Wald and via zoom-Deputy Clerk/Treasurer Allison Longhenry

**Call to Order** Chairman Longhenry called the Administration Committee meeting to order at 3:00 pm. The Pledge of Allegiance was recited.

**Provide water** Discussion was held whether the Village should provide a source for water for those not wishing to or able to drink the Village's water due to the levels of manganese. Deputy C/T Longhenry provided some possible options and research she has done. This was tabled for more research and will be discussed at the next Village Board meeting.

**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 President Longhenry, second by Trustee Barton to convene into closed session. Motion carried.**

All present except the Committee left the meeting or were logged off the meeting via zoom. Administration Committee conducted performance reviews of Police Chief Dan Wald, Director of Public Works Chris Bartlett and Clerk/Treasurer Sheila Meyer.

**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 carried.**

The Administration Committee instructed PC Wald, DPW Bartlett and C/T Meyer to prepare performance review sheets on the employees under their supervision by February 1<sup>st</sup>. They will be presented to the Administration Committee at a meeting the first week of February and then presented to the Village Board at the February 8<sup>th</sup>

meeting. Once approved, supervisors will meet with each employee and share their performance review.

**Adjournment. Motion by Trustee Barton, second by Trustee Peer to adjourn the meeting at 4:05 p.m. Motion carried.**

Sheila Meyer  
Clerk/Treasurer