



# Village of Grantsburg

## Administration Committee Meeting

### Wednesday, September 8, 2021

The Administration Committee for the Village of Grantsburg met on Wednesday, September 8, 2021 at 2:00 p.m. at the Village Office, 316 S. Brad Street, Grantsburg, Wisconsin.

Present: Chairman/President Kucera, Trustee Peer, Trustee Muehlberg

Others present: Director of Public Works (DPW) Jerry Konobeck, Police Chief Dan Wald, Deputy Clerk/Treasurer Allison Longhenry, Trustee Janke

**Call to Order** Chairman Kucera called the Administration Committee meeting to order at 2:00 p.m. The Pledge of Allegiance was recited.

**Resignation of Tracy Blakeslee, Hire Replacement** A letter of resignation was received from Public Works crew member Tracy Blakeslee effective September 5, 2021. Blakeslee will be using his accumulated vacation and comp time to September 22, 2021. The committee asked DPW Konobeck if he had a replacement in mind. He said he had one person in mind that has been doing the job very well, has recently gotten his Commercial Driver's License (CDL), gets along well with the crew and village staff, follows direction and is very willing to be hired full-time with the Village. The individual is Jeff Harmon and he has been working part-time with the crew since May 2021. **Motion by Trustee Peer, second by Trustee Muehlberg to recommend the entire Village Board meet with Jeff Harmon, in closed session, at the September 13<sup>th</sup> Board meeting. Motion passed unanimously.**

DPW Konobeck indicated his desire to have all crew members cross trained in all areas of public works crew duties including water and sewer operations, street maintenance, snow plowing, storm water maintenance, etc. Discussion was held on the job descriptions for Village Crew and Village Water Sewer Operator. DPW Konobeck was asked if both job descriptions were necessary or if they could be combined into one. **Motion by Trustee Muehlberg, second by Trustee Peer to recommend the Village Board approve one job description for all Public Works crew members to include all duties required of the crew including water and sewer operations, street maintenance, snow plowing, storm water maintenance, etc. Motion passed unanimously.**

DPW Konobeck also asked if it would be possible to offer Nathan Glover some hours working with the crew in the winter. C/T Meyer will look at the cost of this and present it to the Board in September.

**Cemetery Ordinance, Perpetual Care Funds** C/T Meyer presented two sample Cemetery Ordinances for the committee's consideration as required by WI Stats. Discussion was also held on the \$56,000 Perpetual Care Funds invested in Demand Notes. C/T Meyer and Deputy C/T Longhenry were asked to use the sample ordinances to create a suitable Cemetery Ordinance for the Village/Riverside Cemetery and present it at a future committee meeting. The perpetual care funds will continue to be invested for now. Prices will be obtained for a possible columbarium.

**Personnel manual changes.** The committee will be reviewing the manual for possible changes.

**Yearly employee reviews.** The committee approved the same review forms used last year and asked supervisors to start compiling reviews of their employees.

**2022 Budget** The committee talked about existing contracts and wanted proposals to be requested for assessor services. Another committee meeting will be held to go over items requested for the 2022 budget.

**Adjournment.** Chairman/President Kucera adjourned the Administration Committee meeting at 3:30 p.m.

Sheila Meyer  
Clerk/Treasurer