



Village of Grantsburg

Administration Committee Meeting

Monday, October 19, 2020

The Administration Committee for the Village of Grantsburg met on Monday, October 19, 2020, at 4:00 pm at the Village Office, 316 S. Brad Street, Grantsburg, WI.

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

Others: Police Chief Dan Wald, Director of Public Works Chris Bartlett

Others via zoom: Deputy Clerk/Treasurer Allison Longhenry

Call to Order Chairman Longhenry called the Administration Committee meeting to order at 4:00 pm. The Pledge of Allegiance was recited.

2021 Budget Prep Clerk/Treasurer Meyer presented several requests to be included in the 2021 budget. Currently election workers are paid \$9.00 per hour and the election inspector is paid \$10.00 per hour. After surveying area municipalities, C/T Meyer requested the hourly rate be increased to \$10 and \$12 per hour. C/T Meyer also asked to include a Martin Yale folding machine to save time when preparing absentee ballots & inserts, utility bills, newsletters, spring cleanup flyers, etc. for mailing. The committee agreed to include the increase in hourly wage and the folding machine in the draft 2021 budget.

C/T Meyer also discussed the trash/recycling pickup rates for residential customers in the Village. Considerable staff time is spent on taking calls for size changes, extra pickups, service start and stop dates, billing, etc. C/T Meyer informed the committee Burnett County Highway Department adds a 2% administrative fee to all invoices received from them. **Motion by President Longhenry, second by Trustee Peer to recommend the Village Board add a 2% administrative fee to all residential trash/recycling amounts to cover staff time administering this service. Motion carried.**

The Village's fee schedule was reviewed for possible changes. **Motion by Trustee Peer, second by Trustee Barton to recommend the Village Board increase the fee for building/zoning permit applications from \$5.00 plus \$1.00 per \$1,000 construction to \$20.00 plus \$1.00 per \$1,000 of construction. Motion carried.**

Wald, Bartlett, A. Longhenry and Meyer left the 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 Trustee Barton,

second by Trustee Peer to convene into closed session. Motion carried.

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

Adjournment. Motion by Trustee Barton, second by Trustee Peer to adjourn the meeting at 5:15 p.m. Motion carried.

**Sheila Meyer
Clerk/Treasurer**