



Village of Grantsburg

Administration Committee Meeting

Friday, September 9, 2022

The Administration Committee for the Village of Grantsburg met on Friday, September 9, 2022 at 3:00 p.m. at the Village Office, 316 S. Brad Street, Grantsburg, Wisconsin.

Present: Chairman/President Terrance Kucera, Trustee Greg Peer

Absent: Trustee Hank Java

Others present: Director of Public Works (DPW) John Erickson, Police Chief Mitchell Olson, Deputy Clerk/Treasurer Allison Longhenry

Call to Order Chairman/President Kucera called the Administration Committee meeting to order at 3:00 p.m. The Pledge of Allegiance was recited.

Street Closures 1) A request was received from Nick Peterson on August 24, 2022 to close Madison Avenue from Oak Street to Olson Drive for an open house to be held by Brickfield Brewery on September 10, 2022. **Motion by Trustee Peer, second by President Kucera to approve the street closure request received from Nick Peterson for Madison Avenue from Oak Street to Olson Drive on Saturday, September 10, 2022 for an open house held by Brickfield Brewery. Motion passed unanimously.**

The Administration Committee would like the Village Board to consider allowing the Administration Committee to authorize all street closure requests received. Approvals would be reported to Village Trustees if approved.

2023 Budget items Police Chief Mitchell Olson presented a survey of area police officer wages and asked the committee to consider increasing the current full-time officers' wages so they will be closer to the area wages being paid. The committee asked Clerk/Treasurer Meyer to include proposed increases in one of the payroll examples to be considered at budget time.

C/T Meyer presented a survey of area election worker wages showing the Village lower than most other municipalities. **Motion by Trustee Peer, second by President Kucera to recommend the Village Board increase the election's Chief Inspector wage to \$11 per hour and the election workers' wage to \$10 per hour effective immediately. Motion passed unanimously.**

C/T Meyer reported several employees have asked about instituting a longevity pay policy. C/T

Meyer presented several examples from other municipalities. The committee would like more information presented to the Personnel Committee on this issue and have their recommendation conveyed to the Administration Committee.

DPW Erickson's review An Administration Committee meeting was set for September 29, 2022 at 3:30 p.m. for DPW Erickson's six-month review.

Officer Joel Klatt's resignation Officer Klatt's letter of resignation was included in the meeting packet. C/T Meyer was authorized to place an employment ad in the local papers, on WILINET, and on the League of WI Municipality's website with resumes/applications due by 4:30 p.m. on October 7, 2022.

Water & Sewer certification DPW Erickson asked for a detailed policy for the Water & Sewer certification process. The Village currently pays all test fees and wages and allows the use of a Village vehicle for travel to Duluth when crew members take the certification exam. Several employees have not passed their test and DPW Erickson asked for permission to send them to a study class prior to their next attempt. Deputy C/T Longhenry informed the committee there are currently three Water certifications and 5 Sewer certifications required for the Village systems to be considered fully certified by WI DNR. **Motion by Trustee Peer, second by President Kucera to recommend the Village Board add the following to the Village's Employee Handbook: "Water and/or Sewer Certification: The Village of Grantsburg will pay for costs associated with an employee obtaining WI DNR Water and/or Sewer Certification including but not limited to testing fees, study class fees, travel costs and hourly wage while traveling to and from test/study facilities and while participating in testing and/or study class along with overnight stay costs, if required. The employee should study the manual and attempt the test. If not successful, the employee will attend a study class authorized by the Director of Public Works and proceed to retest as soon as possible. If the second attempt is not successful, the employee will pay all test fees and/or study class fees for future attempts."** Motion passed unanimously.

2023 Budget items (continued) DPW Erickson asked the committee to consider the following for the 2023 budget: increase an employee's wage by \$1.00 per hour when fully WI DNR certified in Water and increase an additional \$1.00 per hour when fully WI DNR certified in Sewer. DPW Erickson stated the additional responsibilities associated with these certifications as reason for these increases. DPW Erickson also proposed adding one seasonal employee to the Village crew from June 1st to August 31st to assist with mowing, weed whipping, painting, etc. leaving two crew available for the many duties which require two people. After discussion on when the Village would start mowing, weed whipping, etc. at Riverside Cemetery, the committee proposed hiring two seasonal employees; one to assist the crew with current duties and one to concentrate on cemetery mowing and maintenance. DPW Erickson estimated a seasonal wage at \$14 per hour for 528 hours for a total of \$7,392 per employee. The cemetery

mowing contract is estimated at \$13,000 for 2023. C/T Meyer was asked to include the above figures in an example for consideration at a future budget meeting.

Adjournment. Chairman/President Kucera adjourned the Administration Committee meeting at 4:35 p.m.

Sheila Meyer
Clerk/Treasurer