

August 20, 2025

Work Meeting

Town Board: Mayor Kerry Barney, Kurt Sawyer, Jon Spendlove, Gary Goble, Janell Barney

Staff: Carly Burrows, Tyler Mendenhall, Karen Baker, Janett Young

Public:

Summary of the Town work meeting:

The council discussed job descriptions and responsibilities for various town positions, including treasurer, clerk, maintenance, and water department roles.

- There was debate about the division of labor, cross-training, and ensuring fair and clear job descriptions, especially between the treasurer and clerk.
- The maintenance role was reviewed, with concerns about tasks not being assigned or completed, and the challenges of hiring a full-time maintenance person versus using seasonal help (such as local kids).
- The water master's duties and compensation were discussed, including issues with meter reading, Blue Stakes calls, and general performance.
- The council also talked about the need for better inventory management for water system parts and the challenges of procurement and budgeting for maintenance supplies.
- There were personal opinions and disagreements about staff performance, communication, and the best way to address ongoing issues with town operations.
- The discussion concluded with suggestions for improved HR processes and the need for clear expectations and accountability for town employees.

During the council discussed the water master's job description and duties in detail

- The water master's role was compared to similar positions in other towns, with discussion about compensation (noting \$640/month, with \$40 for phone) and the division of responsibilities between water system maintenance and other town tasks.
- There were concerns that the water master was not performing all expected duties, such as reading water meters (which was being done by others for additional pay), responding to Blue Stakes calls, and maintaining an inventory of water system parts.

- The council noted that some tasks, like water samples and reports, were being completed, but other responsibilities—such as customer service calls, equipment maintenance, and inventory—were not consistently addressed.
- There was debate about whether the water master should be responsible for a broader range of maintenance tasks, and whether the job description needed to be updated or enforced more strictly.
- Some council members felt the water master’s attitude and willingness to take on certain duties was lacking, leading to frustration and suggestions for possible HR actions (verbal/written warnings, reposting the job).
- The need for clear expectations, accountability, and possibly reassigning or clarifying duties was emphasized, with suggestions to have a direct conversation with the water master to confirm willingness to perform all required tasks.

There was an agreement made that some council members (Gary and Janell) should talk with the water master to address the issues.