



August 22, 2018

Administration Committee Meeting

The Administration Committee met on Wednesday, August 22, 2018 @ 9:00 a.m. at 316 S. Brad Street, Grantsburg, Wisconsin.

The Administration Committee Meeting was called to order at 9:00 a.m. by Committee Chairman, Larry Ebersold.

Roll Call

Present: Chairman, Larry Ebersold
Member, Greg Peer
Member, Gary "Goob" Coy

Absent: Village Clerk, Patty Bjorklund

Others: Village Treasurer, Sheila Meyer
Public Works Director, Chris Bartlett
Village Trustee, Diane Barton
Village Trustee, Russell Stone
Police Chief, Jeff Schinzing
Dale Dornburg – Building Inspector for Village of Siren

Police Chief, Schinzing introduced Dale Dornburg who was hired as a part-time employee with the Village of Siren as their Building Inspector. He's currently doing new building permits for them. He has his own construction business, and he is on call for the Village of Siren. He also stated that he has worked with the tribal community for many years. Member, Coy asked if he would be soliciting for new construction jobs while working here as an inspector. Mr. Dornburg stated that it is not good business to do so, and he would not do that. Village Treasurer, Meyer asked if he is a part-time employee with the Village of Siren or if that is a contracted position. He stated that he is a part-time employee. He does ordinance enforcement there as well. He does not wear a uniform when he works. Chairman, Ebersold asked if he carries a weapon. He said he is licensed to carry if he needs to. Member, Coy asked how he would coordinate his workload as a part-time employee with the Village of Siren, a part-time employee with the Village of Grantsburg as well as his construction business. He stated he has employees that cover his workload with his business. He can work around that and do the duties of both villages if need be. Village Treasurer, Meyer asked his pay for Village of Siren. He said the pay schedule varies depending on what he does. The price could be negotiated at an hourly basis if the committee chose to do so. He does not have his resume' in hand, but he will send one. The position has not been advertised yet, but the committee would like to see his resume'. The committee will be in touch with Mr. Dornburg.

Member Coy moved, seconded by Member Peer to move into Closed Session.

Ayes: Ebersold, Peer, Coy
Nays: NONE
Motion to approve: Carried

Member Peer moved, seconded by Member Coy to move out of Closed Session and go into Open Session.



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Ayes: Ebersold, Peer, Coy
Nays: NONE
Motion to approve: Carried

Member Ebersold moved, seconded by Member Coy to recommend to the Village Board that a letter be sent to Vincent Zilka stating the board has met with the pool manager and supports the way the Pool Manager handled the pool and swimming lessons issue. This issue arose from an email that he had addressed to Village Clerk, Bjorklund.

Ayes: Ebersold, Peer, Coy
Nays: NONE
Motion to approve: Carried

The Administration Committee decided to have the Village Board interview David Slater, William Gonzalez and John Erickson on August 27, 2018 at 6:00 p.m. Interviews will be at 20 minute intervals.

The Administration Committee will meet in closed session on August 27, 2018 at 5:00 p.m. regarding Village workload and discuss with Village Clerk, Bjorklund and Village Treasurer, Meyer.

Building Inspector, Zoning Administrator and Ordinance Officer Discussion took place. There were 2 applicants as well as Dale Dornburg's appearance and a future resume' from him on the recommendation of the Village Clerk, for the Village of Siren. He was recommended due to the fact that they had hired him, and Police Chief, Schinzing had asked about that hire.

Chairman Ebersold moved, seconded by Member Peer to table the discussion of hiring a Building Inspector, Zoning Administrator and Ordinance Officer until the Property Maintenance Ordinance for the Village of Grantsburg is adopted.

Ayes: Ebersold, Peer, Coy
Nays: NONE
Motion to approve: Carried

Information Technology Services are still being looked at Public Works Director, Bartlett and Village Treasurer, Meyer noted. They are waiting on a few more quotes. More discussion will take place at a future meeting.

Employee Handbook was discussed. The full board needs to review. Chairman, Ebersold suggested having the discussion take place as a Special Board Meeting after the Budget Meetings for 2019 take place. Discussion will take place at that time.

Chairman Ebersold moved, seconded by Member Peer to have the Village Board look at the Employee Handbook for any necessary changes after 2019 Budgets are completed.

Ayes: Ebersold, Peer, Coy
Nays: NONE



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Motion to approve: Carried

Wage Matrix was discussed. Chairman, Ebersold suggested looking at grades and ranges for wages. This will be tabled and be brought back to an Administration Committee Meeting in the future.

Property Maintenance Ordinance for the Village of Osceola was reviewed. The model ordinance was reviewed. Each section was looked at. Changes to Village of Osceola to Village of Grantsburg were made. Most references to law enforcement or police should be changed to Ordinance Officer. All references to other code sections would have to be corrected as follows:

- 172-5 Notice of removal: Change Police Department or Zoning Administrator to Clerk
- 172-7 Village Health Officer???
- Delete Article III. Noxious Weeds and Plants (172-13, 172-15, 172-16)
- 172-17 Change Village Health Officer to Ordinance Officer
- 172-23 B 1 e Add boarded up windows
- 172-23 B 3 Delete a. and b.
- 172-25 Delete
- 172-29 B 1 c Change a reasonable time to 30 days
- 172-36 C 1 b Update Uniform Crime Reporting System to (ask Chief, Schinzing) and add illegal substances
- 172-36 Change Polk County to Burnett County, change or reword dates

Add a section for Nuisance activity (like 172-37 A & B) under residential houses.

The changes need to be made and the ordinance will need to be reviewed by the full board at a future board meeting.

Member Coy moved, seconded by Member Peer to adjourn the Administration Committee Meeting at 11:50 a.m.

Ayes: Ebersold, Peer, Coy
Nays: NONE
Motion to approve: Carried

Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW
Village Clerk, Deputy-Treasurer
August 24, 2018