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The Village Administration Committee met on Thursday, September 29 at 3:30 p.m. at the Village Office, 316 Brad Street S, Grantsburg, WI 54840.

Present: Chairman/President Terrance Kucera
Trustee Hank Java
Trustee Greg Peer

Others: Clerk/Treasurer Sheila Meyer
DPW John Erickson.
Police Chief Mitch Olson
Library Director Lynett Yoerg

Chairman Kucera called the Administration Committee Meeting to order at 3:30 p.m. The Pledge of Allegiance was recited.

Lynett – Library budget appropriation. Library Director Yoerg provided copies of the library appropriation request to the committee members and read the request aloud. The Library is requesting the same amount as was provided in 2022.

The committee all agreed to move the closed session to the end of the meeting.

Street closure request – Nicki Peterson, Grantoberfest. The original street closure request was approved in November 2021 for the 2022 event, updated plans require an additional street closure.

Motion by Trustee Java second by Trustee Peer to approve the additional street closure from Nicki Peterson to include the section of S Brad St from E Madison Avenue to E Olson Drive and E Olson Dr from S Brad St to S Pine Street during Grantoberfest on October 1, 2022. Motion carried.

Zero lot line application, ordinance. Clerk/Treasurer Meyer explained a request from Blueberry Rentals for zero lot line be approval so that they can sell a duplex to two different parties. Currently our ordinance does not allow or disallow a zero-lot line. Clerk/Treasurer Meyer explained the example of an application for zero lot line included in the packet that would be for existing duplexes. This application would require a maintenance agreement for utility service maintenance, would need to be approved by the Village Board and would be filed with the Register of Deeds with Burnett County. The Village would need to add language for zero lot lines to the Code of Ordinances to address any future duplexes. The committee asked Clerk/Treasurer Meyer to send the application to our attorney for review.

Village email conversion costs. Clerk/Treasurer Meyer explained that the Wisconsin Election Commission is requiring municipalities to have more secure email options with two-factor authentication. The Village's current email provider is not able to provide that so our current IT company submitted a quote to switch over all Village emails to a .gov domain so that everyone would have the same emails. The committee discussed the need for trustees to have individual emails. The committee agreed to have the quote updated to excluded trustee emails.

Water Manganese Project update. DPW Erickson provided an update on the manganese project at Well #3. The well rehabilitation took place the 19th to the 23rd. Bac-T Samples came back safe, but the Well will remain out of service until the permanganate pump can be installed which Spring Lake says is on backorder. Currently there is no timeline for when that would be completed. The committee questioned the reason for

keeping Well #3 out of service. DPW Erickson explained he does not want to jeopardize the well rehab/acid wash project and possibly lessen the effectiveness of manganese removal by not having all pieces in place. The committee agreed with the plan moving forward.

2023 Budget 1) questions 2) fee schedule. Chief Olson reported there have been no officer applications submitted and asked that the committee discuss a starting wage range that he can provide to prospective applicants. Chairman/President Kucera did not agree with providing a starting wage until experience and qualifications are reviewed.

Chief Olson left the meeting for prior obligations.

Clerk/Treasurer Meyer explained that applicants have not wanted to waste the Village's time by going through the application/interview process if the wage is not feasible for them. She also indicated that we are unsure of our starting wage since we are in the middle of budgeting for next year and have discussed possible wage scale adjustments. The committee was okay with providing applicants with a wage range of \$25-\$27 per hour depending on experience/qualifications.

DPW Erickson provided a wage survey of area Public Works Departments and asked that the starting wage be increased to \$20 to be more in line with the rest of the area. This would require wage adjustments for the current PW employees which DPW Erickson provided a variety of options for.

Clerk/Treasurer Meyer reviewed the fee schedule included in the packet and made suggestions for increases. The committee asked for a finalized document with unused fees removed to review for recommendation to the Village Board.

The Administrative Committee will meet again on Thursday, October 13th at 3:30 pm to further review the budget.

Trustee Peer left the meeting for prior obligations.

THE ADMINISTRATIVE COMMITTEE WILL CONVENE INTO CLOSED SESSION to conduct six-month performance evaluation of the Director of Public Works pursuant to Wis. Stats. 19.85 (1) (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 Java second by Chairman/President Kucera to convene into closed session. Motion carried.

Motion by Trustee Java second by Chairman/President Kucera to re-convene into open session. Motion carried.

Motion by Chairman/President Kucera second by Trustee Java to recommend the Village Board approve a merit increase in the amount discussed for DPW Erickson. Motion carried.

Chairman/President Kucera adjourned the meeting at 5:52 p.m.

Allison Longhenry
Deputy Clerk/Treasurer