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The Village Administration Committee met on Monday, December 12 at 12:00 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
Police Chief Mitch Olson
Officer Bridget Getts
Sheriff Tracy Finch

Chairman/President Kucera called the Administration Committee Meeting to order at 12:06 p.m. The Pledge of Allegiance was recited.

Due to one interviewee cancelling, the committee started with agenda item 5.

2023 Grantsburg School contract for Community Center use. The contract was presented with no changes from 2022. The committee discussed continued concern for when the community center is rented out to small groups when the gymnastics equipment is still up. Trustee Java stated on behalf of the school, they had looked into a drop-down divider which was \$30,000+ and stand-up divider options which would be \$10,000+ and difficult to store. It was discussed renting the community center to the gymnastics program for the whole season and that the co-op schools may be able to pay more to cover an increase in rent. **Motion by Trustee Peer second by Trustee Java to recommend the Village Board extend the current 2022 contract through 2/28/2023 and set up a meeting with the school to discuss options. Motion carried.**

2023 Uniform Dwelling Code (UDC) Inspector Contract. Clerk/Treasurer Meyer explained that we are required to contract with a UDC inspector and our current contract with Dennis Quinn will not be renewed as he is retiring the end of this year. Meyer sent out request for proposals and received one back from REM Inspecting LLC. This contract does not cost the Village anything, all fees will go to the homeowner unless the Village requires inspection services. **Motion by Trustee Java second by Trustee Peer to recommend the Village accept the proposal from REM for UDC Inspector services. Motion carried.**

2023 Recycling Drop-Off Site Staffing Contract. The committee reviewed the contract included in the packet. Clerk/Treasurer Meyer indicated there were no changes from the previous year and explain that we pay Nathan Glover, the Recycling Attendant, the reimbursement fee less \$1.00. President Kucera suggested we pay Glover the full reimbursement amount. **Motion by Trustee Java second by Trustee Peer to recommend the Village Board accept the 2023 Recycling Drop-Off Site Staff Contract as presented. Motion carried.**

Motion by Trustee Java second by Trustee Peer to recommend the Village Board increase the rate for Recycling Center Attendant, Nathan Glover, from \$10.00 per hour to \$11.00 per hour. Motion carried.

James & Johnson Street Project. Clerk/Treasurer Meyer explained the grant for this project would be 80/20 cost share and mentioned that DPW Erickson thought we could reduce the initial presented cost for the Village of \$168,000 by eliminating things like sidewalk all the way to the highway on Johnson. Meyer also commented that this project could be included in TID#5. **Motion by Trustee Peer second by President Kucera to recommend the Village Board accept the WI Department of Transportation STP-Local Grant for the James & Johnson Street Project. Motion carried.**

Water – Request for proposal from SEH for options for Well #1 and Well #2. Clerk/Treasurer Meyer asked that the Village receive a quote from SEH for what it would cost to investigate Well #1 and Well #2 manganese removal options. **Motion by Trustee Java second by President Kucera to recommend the Village Board submit a request for proposal to SEH to investigate options for Well #1 and Well #2. Motion carried.**

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION to interview candidates for the vacant Police Officer position 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 Peer second by Trustee Java to convene into closed session. Motion carried.

THE ADMINISTRATION COMMITTEE WILL RECONVENE INTO OPEN SESSION pursuant to Wis. Stats. 19.85 (2).

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

Motion by President Kucera second by Trustee Java to recommend the Village Board offer the full-time police officer position to Dylan Foss at a starting wage of \$25.75 pending psych exam, background check, and physical. Motion carried.

Chairman/President Kucera adjourned the meeting at 2:39p.m.

Allison Longhenry
Deputy Clerk/Treasurer