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The Village Administration Committee met on Thursday, February 2 at 1:30 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
Diane Barton, Trustee
Lynett Yoerg, Library Director
Greg Marsten, Burnett County Sentinel
Jeremiah Wendt, SEH Engineering
Tim Baxter, Matt Gerwing, & Karolyn Kroll, Siren Nationals
Tracy Finch, Burnett County Sheriff
Bridget Getts, GPD Officer
Kathy Lund, Grantsburg School District Gymnastics Coach
Josh Watt, Grantsburg School District Superintendent
Addison Czeck, Grantsburg School District Athletic Director

President Kucera called the Administration Committee Meeting to order at 1:31 p.m. The Pledge of Allegiance was recited.

Jeremiah Wendt – SEH Wastewater Treatment Plant (WWTP) Facility Plan.

Jeremiah presented the committee with a facility plan for the WWTP that has been in the works for two years as a way to maintain compliance with various permit requirements and continue to meet the capacity needs of the Village and into the future. Jeremiah discussed the review that SEH completed to determine the next steps that would help us meet our goals to minimize the need for chemical treatment, provide a safe environment for operators, limit building deterioration from corrosive environment, and provide more effective sludge management. Jeremiah then discussed four alternatives moving forward along with pros and cons for each. The alternatives ranged from doing nothing to building a new mechanical plant that is mostly automated and remove the need for chemical treatment. SEH recommended to move forward with Alternative 3 which would provide the needed upgrades to meet our goals with the least financial impact of all the options presented with an initial capital cost of \$2.6 million. Jeremiah detailed the next steps which would be to hold a public hearing and have the Village Board approve the project plan. Following approval SEH would work to submit the design to the DNR for review and begin applying for funding. The project would need to be approved soon in order to get applications in for the next round of the DNR Clean Water Fund applications which would allow for possible construction to begin in Spring 2024. Jeremiah discussed the possible funding options and reviewed the user impact. If Alternative 3 is chosen and funding is awarded with 60% principal forgiveness, the user increase would be around \$200 per year. The trustees asked what happens if we choose to do nothing. Jeremiah stated that our current system will continue to deteriorate and won't last the next 20 years. **Motion by President Kucera second by Trustee Java to recommend the Village Board approve proceeding with the process to approve the WWTP Facility Plan by scheduling a Public Hearing and having SEH submit a design and funding contract. Motion carried.**

Jeremiah left the meeting at 2:04pm.

James Ave & Johnson St Project – 1) State/Municipal Agreement for State-Let STP-Local Project 2) Quality Based Selection for design consultant.

Clerk/Treasurer Meyer reviewed the next steps required for the James Avenue and Johnson Street project. The Village needs to sign the State/Municipal Agreement agreeing to the WI Department of Transportation requirements. The Village also needs to complete a Quality-Based Selection (QBS) for design consultant for the project. **Motion by Trustee Peer second by Trustee Java to recommend the Village Board approve the State/Municipal Agreement for State-Let STP Local Projects and authorize the Clerk to send Quality Based Bids for a design consultant on the James Avenue and Johnson Street Project. Motion carried.**

Tim Baxter, Matt Gerwing, and Karolyn Kroll joined the meeting. Sheriff Tracy Finch joined the meeting.

Siren Nationals Committee 1) Request for use of airport.

President Kucera welcomed the group and asked and gave them the floor. The group provided an overview of the Siren Nationals event that was previously held at the Siren Airport two times a year. Their event has grown to host around 3,000 spectators for drag races and a car show. The event leased the airport for a donation back to the county. They provide all amenities needed including safety equipment, bathrooms, trash cans, etc. Most of their funding is then donated back to the community to youth organizations and other non-profits. They also allow these groups to have food stands and other services for donations. This event does not involve alcohol and have had very few issues with their event. Sheriff Finch commented that this is a great event that is ran well and have had almost no police issues. The group requested to use the Grantsburg Municipal Airport for two days, once in the spring and once in the fall. There were no motions made, President Kucera asked the group to put together a presentation to share at the full Village Board meeting where they can make a decision.

Tim Baxter, Matt Gerwing, and Karolyn Kroll left at 2:39pm. Officer Getts joined the meeting.

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 committee approved Trustee Barton, Chief Olson, Sheriff Finch, Officer Getts, Clerk/Treasurer Meyer, DPW Erickson, and Deputy Clerk/Treasurer Longhenry to join the closed session meeting. All other meeting participants were asked to leave.

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

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

No motions made from closed session.

Sheriff Finch and Officer Getts left the meeting.

The committee went into recess.

The committee returned from recess.

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION to meet with legal counsel regarding airport claim pursuant to Wis. Stats. 19.85 (g) “Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.”

Motion by Trustee Peer second by Trustee Java to convene into closed session. Motion carried. The committee approved Trustee Barton, Chief Olson, Clerk/Treasurer Meyer, DPW Erickson, and Deputy Clerk/Treasurer Longhenry to join the closed session meeting. All other meeting participants were asked to leave.

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. No motions made from closed session.

Superintendent Watt, Coach Lunch, AD Czeck, and Director Yoerg joined the meeting at 4:02pm.

2023 Grantsburg School District contract for Community Center use & storage.

President Kucera provided a recap of the previous discussion and actions regarding the Community Center use and Storage contract with the Grantsburg School District. This committee presented an exclusive use contract for the gymnastics program from October to March and June and July of each year for a monthly rate of \$500 and an increase in the storage rent to \$200 per month. The School Board approved the changes and the Village Board failed to approve the changes and recommended the committee provide another option. The Village Board did not like the term ‘exclusive’ as it limited the community’s ability to utilize the community center during months that an indoor space is more needed for events. The committee discussed options moving forward. Trustee Java suggested we try the new contract for a year and track any requests to determine what the community need is for the space, then the board can reevaluate with better data. Trustee Barton suggested a community survey to see how residents would like to use the space. Trustee Peer felt the best option would be to have a divider installed to allow for both the gymnastics program and community to share the space. Deputy Clerk/Treasurer Longhenry suggested to keep the contract as is to provide the Village a year to advertise and get the word out to see what the actual community use could be. President Kucera agreed with the suggestion but proposed an increase to the hourly rate. **Motion by Trustee Peer second by President Kucera to recommend the Village Board continued with the current contract and raise the rate to \$10.00 per hour of active use and keep the storage at \$100 per month. Trustee Peer and President Kucera aye. Trustee Java abstained from the vote. Motion carried.**

Superintendent Watt, Coach Lunch, and AD Czeck left the meeting at 4:37 pm.

Sidewalk snow removal Ordinance.

DPW Erickson and Clerk/Treasurer Meyer discussed whose responsibility it should be to clear sidewalks of snow. Currently, the code states that the Village is solely responsible. The Village’s insurance recommended that the homeowner should be responsible. DPW Erickson would like to continue with their same process to remove snow from sidewalks as time allows but update the code to indicate the homeowner

is responsible for snow removal. The committee clarified that this is how the ordinance previously handled sidewalk snow removal. **Motion by Trustee Java second by Trustee Peer to recommend the Village Board update Ordinance §464-10 A. to read ‘Within 24 hours after the cessation of any fall of sleet or snow, it shall be the duty of the owners and/or the occupants of any lot or parcel of land in the Village of Grantsburg to remove, or cause to be removed, the snow or sleet from any and all sidewalks adjacent to the premises of such owner or occupant, and to keep the same free and clear of snow and ice for the full width of the sidewalk.’ Motion carried.**

Chief Olson and Director Yoerg left the meeting.

WWTP blower purchase.

DPW Erickson discussed the need to fix the WWTP blower that runs 24/7. The repairs would cost \$5,800 or \$17,647 for a new one. This WWTP blower was included in Alternative 3 that was presented by Jeremiah with SEH for the WWTP Facility Plan so we would only need to purchase one. Clerk/Treasurer Meyer commented that there is \$70,000 in the sewer equipment replacement fund for these types of purchases. **Motion by Trustee Peer second by Trustee Java to recommend the Village Board approve the purchase of a new WWTP blower with funds to come from the Sewer Equipment Replacement Fund. Motion carried.**

Chief Olson re-joined the meeting 4:56pm.

Water/Sewer truck purchase.

DPW Erickson presented two quotes he got for the water/sewer truck purchase that was approved to purchase at budget time. The committee asked if he would get a few more quotes and maybe look at other makes. **Motion by Trustee Java second by Trustee Peer to recommend the Village Board approve the purchase of a Water/Sewer truck up to \$40,000. Motion carried.**

Pickleball Concept/grant.

Trustee Peer provided an update on the pickleball concept and grant applications. To date they have received \$20,000 grant from Grantsburg Telcom and \$1,000 grant from Indianhead Credit Union. A grant was also submitted to WEDC Vibrant Spaces for matching up to \$50,000, those results will come in May. **No motions made.**

TextMyGov proposal.

Clerk/Treasurer Meyer presented a quote from TextMyGov, a company that allows government agencies a platform to text their residents regarding a variety of topics. Residents would be able to sign up for the service requesting updates on particular topics such as bill reminders, election notice, services outages, etc. and would get a text message. This would be a way to reach more residents than Facebook and would eliminate the need for Village staff to use their personal cell phones. The initial cost would be \$4,500 and \$3,000 each year after with a two-year contract to start. These fees could be split amongst the general, water, and wastewater funds so would be a minimal impact on the budget. **Motion by President Kucera second by Trustee Java to recommend the Village Board approve the Village sign up for the TextMyGov service. Motion carried.**

President Kucera adjourned the meeting at 5:10 p.m.

Allison Longhenry
Deputy Clerk/Treasurer