



September 17, 2019

Administration Committee Meeting

The Administration Committee met on Tuesday, September 17, 2019 at 4:00 p.m. at 316 S. Brad Street, Grantsburg, WI.

Present: Village President/Chairman, Michael Longhenry
Trustee Diane Barton
Trustee Greg Peer

Others: Police Chief, Dan Wald
Allison Longhenry, Deputy Clerk/Treasurer
Chris Bartlett, Director of Public Works (DPW)

President and Committee Chairman Longhenry called the Administration Committee Meeting to order.

The Pledge of Allegiance was recited.

Director of Public Works Bartlett began the meeting with information from the Water Inspection that is done by the WI DNR every 3 years.

Discussion/Action: Property Maintenance & Nuisance Ordinance. The Committee started going through the Property Maintenance. They will finish the Property Maintenance and go on to the Nuisance Ordinance at the next Administration Committee meeting on October 3, 2019.

Discussion/Action: Recreation Committee Setup. President Longhenry presented the idea of creating a Recreation Committee to handle rates and rules for the community center, pool, park, campground, skating rink, and trails. Trustee Barton suggested that she, Trustee Muehlberg and Trustee Roberts could serve on this committee if Trustees Muehlberg and Roberts were agreeable.

Discussion/Action: Smoking Ordinance. No discussion at this time.

Discussion/Action: Campground Rules and Refund Policy. Clerk/Treasurer Meyer reported on some seasonal campers that have left for the season and feel they can let other individuals camp in the site they vacated until the end of the season. The Seasonal Camper Agreement says the Village may rent a site once the seasonal camper has left for the season. The Committee agreed with the current policy and would like a “no subleasing of sites” added to the Seasonal Camper Agreement. Several seasonal campers also exchanged sites for next year. We currently have 11 individuals on a waiting list for river sites and so a statement will also be added that says “no exchanging sites without prior approval of the Village”.

Discussion/Action: IT Services Quote. Clerk/Treasurer Meyer explained that Professional Tutor does not seem to be able to provide the technical computer service that is needed in the Village Office and Police Department. The Village Office employees and DPW Bartlett would like to share certain files to create a more efficient working environment. Clerk/Treasurer went through a quote that was obtained from Easy IT Guys from St. Croix Falls, WI for the type of technical assistance needed at this time. The quote included one-time charges for equipment replacement in the electrical room of \$2,265.32 and file sharing setup with our existing Network-Attached Storage (NAS) drive of \$800. Monthly support is \$332.25 and may be discontinued at any time. **Motion by Trustee Peer, second by Trustee Barton to recommend the Board accept the quotes received from Easy IT Guys as presented. Motion carried.**

Discussion/Action: New Campground Engineering. Discussion was held regarding questions from Bryan Cunningham, engineer with S E H. More detail is needed regarding the proposed new campground before a revised quote can be prepared for design and construction engineering. Clerk/Treasurer Meyer will meet with the Ad Hoc Campground Committee to discuss.

Discussion/Action: Website. Clerk/Treasurer Meyer and Deputy Clerk/Treasurer Longhenry discussed their meeting with a local company that designs websites about creating one site that could be used by the Village of Grantsburg organizations i.e.: Village, Chamber, GRO, etc. This would be more convenient for individuals looking for information about visiting Grantsburg. More research is being done.

Discussion/Action: Employee Reviews. Clerk/Treasurer Meyer will gather information from other municipalities on whether they do employee reviews and get procedure guidelines from those that do.

Discussion/Action: 2020 Budget. DPW Bartlett requested 20 hours per week at \$10 per hour be budgeted for Nathan Glover to be hired as summer help in 2020.

Discussion/Action: Adjournment. Motion by Trustee Barton, second by Trustee Peer to adjourn the meeting at 6:15 p.m.

Sheila Meyer
Clerk/Treasurer