



October 15, 2019

## Administration Committee Meeting

The Administration Committee met on Tuesday, October 15, 2019 at 6:00 p.m. at 316 S. Brad Street, Grantsburg, WI.

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

Others: Chris Bartlett, Director of Public Works (DPW)  
Allison Longhenry, Deputy Clerk/Treasurer  
Becky Strabel, Inter-Co Leader  
Kristina Kelley-Johnson, Library Director  
Ben Seume, Library Board Member

Committee Chairman Longhenry called the Administration Committee Meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

**Discussion/Action: Property Maintenance & Nuisance Ordinance.** The committee continued to review the Property Maintenance Ordinance and made changes that will be included in a draft ordinance to be reviewed at a future meeting.

**Discussion/Action: Smoking Ordinance.** The committee reviewed some sample ordinances and made suggestions to be included in a draft Smoking Ordinance to be reviewed at a future meeting.

**Discussion/Action: 2020 Budget Prep.** Library Director, Kelley-Johnson and Library Board member Seume went through the proposed 2020 Library Budget. The Library's request for a 2020 appropriation from the Village is \$86,000, an additional \$3,000 from 2019's appropriation. Director Kelley-Johnson explained the Library's appropriation from Burnett County will be approximately \$2,600 less in 2020 than it was in 2019 due to less checkouts from individuals outside of the Village, but still in Burnett County. Clerk/Treasurer Meyer informed the committee that the Village's health insurance with WEA Trust will be increasing approximately 8% or \$13,800 in 2020. The possibility of an additional single membership may add \$8,000 and the slight possibility of an additional family membership may add \$19,600. The committee asked for estimates showing different possible pay increases for staff as in previous years.

**Discussion/Action: Employee Reviews.** The committee discussed conducting employee reviews as is stated in the Village's Employee Manual. They decided to invite each Village employee to a closed session Administration Committee meeting, after the first of the year, to casually discuss their employment with the Village.

**Discussion/Action: Adjournment.** Motion by Trustee Peer, second by Trustee Barton to adjourn the meeting at 6:50 p.m.

Sheila Meyer  
Clerk/Treasurer