



The Village Administration Committee met on Monday, May 23 at 3:30 p.m. at the Village Office, 316 Brad Street S, Grantsburg, WI 54840.

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

Others: Trustee Kayla Woody
Clerk/Treasurer, Sheila Meyer
DPW, John Erickson
Police Chief, Dan Wald

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

Street Closures for Big Gust Days. Clerk/Treasurer Meyer reviewed the street closure request Pam Peterson with Legenderry Auto brought to Public Comment at the Village Board Meeting on May 9th. Peterson had sent the request to the incorrect email address, so it did not get on the May Village Board agenda. The Village Board made a motion to allow the Administration Committee to approve or deny the street closure request at the committee level. The committee also discussed inviting the previous Chamber president and GRO to a future meeting to discuss community events.

Motion by Trustee Peer, second by Trustee Java to approve the street closure requests from Pam Peterson with Legenderry Auto for Big Gust Day Saturday, June 4th. Motion passed unanimously.

Ordinance changes, additions. Clerk/Treasurer Meyer presented several cases where residential fences are currently extended over the property lines. C/T Meyer suggested changes to Ordinance Chapter 595-101 Fences to require a permit and a \$25 fee so placement can be checked by the Village. **Motion by Chairman/President Kucera, second by Trustee Java to recommend the Village Board amend Ordinance Chapter 595-101 B to include requiring a permit for fences from the Village Clerk and to add a \$25 fee to the Schedule of Fees. Motion passed unanimously.**

The committee discussed the transient merchant ordinance suggested updates.

Motion by Trustee Peer, second by Chairman/President Kucera to recommend the Village Board add “mobile food units and outdoor food stands” to the direct seller definition under Chapter 259 Direct Sellers of the Village of Grantsburg Code of Ordinances, replace “shall” with “may” under §259-4 B Registration Procedure, and to remove “Annual registrations issued on or after July 1 shall be issued for ½ the required fee.” under §259-4 C (1). Motion passed unanimously.

Clerk/Treasurer Meyer explained complaints received regarding trash containers being left out after

pick-up day and currently that there is nothing in the code to address these concerns. Two sample solid waste ordinances we included in the packet. Chairman/President Kucera suggested adding language to the nuisance ordinance to address the issue rather than adding a separate section. Clerk/Treasurer Meyer will look into adding language to the current nuisance ordinance to address these concerns. **No motions made.**

Property Maintenance letters. Clerk/Treasurer presented the Property Maintenance Ordinance Chapter 415 and asked about sending letters to Village property owners with violations. The Ordinance currently designates the Building Inspector/Ordinance Officer as the person to review and reconsider any Property Maintenance issues brought by the property owner. **Motion by Trustee Java, second by Trustee Peer to update Ordinance §415-17 C. to designate the Public Safety Committee as the group to review and reconsider any Property Maintenance issues brought by the property owner after receiving a compliance letter from the Village Clerk. Motion passed unanimously.**

Split Crew and Water/Sewer Operator job descriptions. DPW Erickson presented his request to split the water/sewer operator and crew member job descriptions to how it was previously. He feels there will be more ownership in the duties which will improve the quality of work for water/wastewater operations. The crew will continue to be cross trained in all areas to cover for vacations. DPW Erickson would like to see at least \$1 more per hour added to the water/wastewater position for the added responsibility that comes with the role. Trustee Peer suggested waiting for any wage adjustments until after a probationary period is complete. The committee discussed the reason for the initial change was per previous DPW request.

Motion by Chairman/President Kucera, second by Trustee Peer to recommend the Village Board revert to the previous job descriptions for water/sewer operator and crew member positions. Motion passed unanimously.

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION to review applications received to date for the Police Chief position pursuant to Wis. Stats. 19.85 (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 passed unanimously.

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 passed unanimously.

There was no action needed coming out of closed session.

Police Chief Wald asked the committee what the process will be moving forward and expressed his willingness to train the new Police Chief should the Village Board request.

Trustee Java left the meeting at 5:18 p.m.

The committee discussed setting interviews for the week of May 30th and will submit final questions to Clerk/Treasurer Meyer. The committee also discussed that the full Village Board will be conducting first round interviews.

Chairman/President Kucera adjourned the meeting at 5:23 p.m.

Allison Longhenry
Deputy Clerk/Treasurer