



The Village Administration Committee met on Wednesday, October 25 at 4:00 p.m. in the Village Board room, 316 Brad Street S, Grantsburg, WI 54840.

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

Others: Clerk/Treasurer Sheila Meyer
DPW John Erickson
Chief Mitch Olson
Library Director – Lynett Yoerg
Nicki Peterson, Sonja Rikkola, Natalie Finch – GRO Splashpad Group
Officer Bridget Getts
Sheriff Tracy Finch
Sharon Johnson

President Kucera called the Administration Committee Meeting to order at 4:00 p.m. The Pledge of Allegiance was recited.

State Trust Fund loan 1) Application 2) Resolution

Clerk/Treasurer Meyer presented details on a trust fund loan application to pay for previously purchased items as had been discussed during 2023 budget preparation. Clerk/Treasurer Meyer reviewed financing options with Brian Reilly at Ehlers, and he advised the state trust fund loan was the best choice over local financing options due to closing costs and re-payment structure. The first payment for this loan, if approved would be March 2025 and no amortization schedule is available for review until application is made. Clerk/Treasurer Meyer indicated that interest rates are locked in at the time of inquiry.

Motion by Trustee Peer second by Trustee Java to recommend the Village Board approve the state trust fund loan application and resolution. Motion carried.

2024 Budget preparation

The Splashpad group provided a status update on splashpad fundraising and project timeline. As of March 2023, the group had fundraised around \$99,000 with a current project estimate of \$106,000 which does not include any water features, just ground sprays. The group asked that the Village include the costs of water and electric usage, utility connection, and site excavation in the 2024 budget. The water and electric cost estimates are around \$6,100 per season and the group had no estimate for utility installation or site work but felt they could get some supplies and manpower donated to help with the costs. The Splashpad group will continue to fundraise for a couple water features but feel donations have halted since there has been no progress on the project. The committee asked if there was any information on DNR or other State requirements and suggestions from the group for entry fees. The group did not have details regarding inspection requirements and said there would not be a fee for usage as the pool entry fee would cover use of both facilities. The committee thanked the Splashpad group for the information provided and indicate their request would be considered in the 2024 budget discussions.

No motions or recommendations were made.

The GRO Splashpad group left the meeting.

Library Director Yoerg provided the committee with a printout detailing their 2024 budget request. She provided an update of fundraising efforts over the past year and indicated a possible percentage increase from Burnett County. The committee asked what type of changes were made as a result of 2023 budget cuts. Yoerg stated the library closed on Saturdays, increased fundraisers, ordered less books and supplies, among other things. She closed by asking the committee to include \$60,000 in the budget for the library in 2024 which would be a \$10,000 increase from 2023. The committee thanked Library Director Yoerg for her time and indicated the request would be considered in the 2024 budget discussions.

No motions or recommendations were made. 2024 Budget preparations were planned to continue after completion of the two closed sessions.

Library Director Yoerg left the meeting.

Motion by Trustee Peer second by Trustee Java to convene into closed session. Motion carried.

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION to meet with the Director of Public Works 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.”

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 were made from closed session.

Officer Getts and Sheriff Finch joined the meeting.

Motion by Trustee Java second by Trustee Peer to convene into closed session.

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION to review application(s) received and interview applicant(s) for the full-time 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.”

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 by Trustee Peer second by Trustee Java to recommend the Village Board hire Andrew Tyler as a full-time police officer and sponsor him through the police academy at Chippewa Valley Technical College at the wage and contract terms discussed pending successful completion of background checks. Motion carried.

Officer Getts and Sheriff Finch left the meeting.

Sharon Johnson joined the meeting.

2024 Budget preparation continued.

Trustee Peer reported that the pickleball group has fundraised between \$55-60,000 and is awaiting grant notification for \$5,000. Trustee Peer and Johnson asked the committee to consider paying to have the parking area and driveway black-topped and a retaining wall installed if needed. Blacktopping would be necessary since the court configuration required the parking area to be extended to the north. They did not have an estimate for their requests, but DPW Erickson indicated the blacktopping could cost around \$35,000. The committee asked Trustee Peer and Johnson to get estimates for the needed work in order to be considered in the 2024 budget discussions.

No motions were made.

Sharon Johnson left the meeting.

The administration committee took a short break.

2024 Budget preparation continued.

The committee reviewed Draft #1 of the 2024 General Fund budget.

DPW Erickson presented a cost for toolbox and safety lighting on the water and sewer truck. He indicated this would have to be installed in 2023 or the installer wouldn't have availability in the first part of 2024 to complete.

Motion by Trustee Peer second by Trustee Java to recommend the Village Board approve DPW Erickson to have toolbox and safety lighting installed on the water and sewer truck in 2023. Motion carried.

Clerk/Treasurer Meyer reported to the committee that Deputy Clerk/Treasurer Longhenry completed her 3-year Clerk Institute and Treasurer Completion Track July of 2023 and asked the committee to consider compensating her for that completion as has been done for previous clerk/treasurers.

DPW Erickson asked the committee to consider an increase for Water/Wastewater Operator Blakeslee. He reviewed that it was discussed at time of hiring that Blakeslee could be eligible for an increase after one year in his position. DPW Erickson continued to explain that as the Village's certified operator, Blakeslee has more responsibilities than other crew members and is second in command whenever DPW Erickson is away.

The committee discussed the wage increase requests for both employees.

Motion by President Kucera second by Trustee Java to recommend the Village Board increase Deputy Clerk/Treasurer Longhenry's and Water/Wastewater Operator Blakeslee's wage by \$1.00 each. Motion carried.

The meeting was adjourned at 8:32 p.m.

Allison Longhenry
Deputy Clerk/Treasurer