

**Administration Committee Meeting – Village of Grantsburg
March 22, 2017**

The Administration Committee met on: Wednesday, March 22, 2017 at 10:00 p.m. at the Grantsburg Village Hall, 316 South Brad Street, Grantsburg, Wisconsin.

Present: Chairman, Glenn Rolloff. Members, Greg Peer and Larry Ebersold.

Absent: None.

Others: Clerk, Patrice Bjorklund; Treasurer, Sheila Meyer; Public Works Director, Chris Bartlett; Dave Rasmussen – MSA Professional Services; Priscilla Bauer; Police Chief, Jeff Schinzing Niki Olson – Grantsburg Municipal Swimming Pool Manager and Caylin Muehlberg, Village Trustee.

Chairman, Rolloff gave the floor to Dave Rasmussen of MSA. He detailed recent TID law changes that are set to affect municipalities. There are (4) Senate Bills that came into law. The new laws are as follows:

- Senate Bill 50 – Act 256 *Changes Joint Review Board, Levy Limit Exception, TID Industrial Zoning requirements, change to Planning Commission Notice, Project Plan extensions.
- Senate Bill 51 – Act 257 *Requires Standing Joint Review Board to meet annually.
- Senate Bill 53 – Act 254 *Allows municipality to amend TIDs project plan and request.
- Senate Bill 54 – Act 255 *Effective for TIDs or whose project plan was amended on or after October 1, 2015. Removes restriction that vacant property may not comprise more than 25% of TID for creations after effective date. Revises TID base value calculation to exclude exempt city-owned property.

Dave stated that the Standing Joint Review Board consists of 5 members. They are as follows: Grantsburg School District (Usually the Finance Director); WITC (Usually the Finance Director); Burnett County (Usually the County Administrator); Citizen of the Village of Grantsburg and a Village of Grantsburg Representative. The board will need to be created and meet by July 1, 2017. He also noted that his contract that he is proposing with the Village is to perform TIF Services Act 257 Compliance. This will help with establishment of the standing Joint Review Board. In the past communities were required to submit their annual reports to the underlying taxing authorities. Since ACT 257, there are additional requirements. MSA will help with the following services:

- Provide a summary statement of each TIF District within the community with relevant information on each District including; creation date, project expenditure period, termination date, amendments, etc.
- Review past performance of each District, including a list of past projects, and develop projections for the District through the statutory termination date of the District.
- Prepare final summary report document. The final report shall include the sections identified in the contract which would include doing financials for all (3) current TIF Districts for the Village of Grantsburg.

Treasurer, Meyer noted that the first year would be nice to get the project up and running with MSA's help and subsequent years she can do the work involved for requirements by the State

to do the yearly standing Joint Review Board work. Dave noted that the schedule to perform the work that MSA will perform is: Upon receipt of the 2016 Audit work performed will be completed 90 days after receipt of the 2016 Audit. The fee for the work is \$3500 and is TIF eligible. **After discussion, motion was made by Member, Peer to recommend approval of the contract with MSA for the detailed services above to the Full Board. Motion was seconded by Member, Ebersold. Carried.**

Priscilla Bauer, along with her aunt, Dolores Johnson who are co-personal representatives for the estate of Deborah A. Clementson who are Priscilla's aunt and her aunt's sister are inquiring if the Village of Grantsburg would be interested in acquiring the property for future development (the property is zoned Commercial). She noted that the property is no longer habitable in its present condition, nor would it be cost effective to refurbish it. She stated that the house would need to be torn down. She is hopeful that anyone who purchases it would do so. Per Burnett County Property Records, the land is valued at: \$12,800, Improved Value is: \$22,100 making the total assessed value at \$34,900. Chairman, Rolloff would like to see the property donated by the parties involved to the Village rather than the Village purchasing it. Chairman, Rolloff suggested doing research as to the costs of asbestos removal as well as demolition costs before a decision is made. Ms. Bauer noted that she will allow the Village to do the research and all parties involved will discuss at a later time at a future Administration Committee Meeting.

Niki Olson – Grantsburg Municipal Swimming Pool Manager along with Public Works Director, Chris Bartlett were present to discuss the previous and newly amended Job Description for the Pool Manager. Ms. Olson had concerns about the language in the contract. She is not comfortable with doing chemical testing or working machinery to keep the pool clean, etc. She also noted that she is not Lifeguard Certified. Treasurer, Meyer noted that the old description stated "may" involve actual lifeguarding. The language is so to allow for actual lifeguarding duties if the person had that certification. Public Works Director, Bartlett noted that the procedure to test the pool for irregularities is 4 times daily (week days) and 2 times daily on the (weekends) with results to stay within the required limits per Carrico Aquatic Resources requirements. The chemicals are added if the levels are not within the required limits. He stated last year the pool wasn't always within the limits. Caylenn Muehlberg, who is also a Trustee for the Village, noted that an Excel Plot chart would be a very simple way to make sure to plot the testing done daily. If the levels start to show unusual levels, the chemical company can be notified immediately. This would avoid emergency testing by the Public Works crew. After discussion, Ms. Olson along with Muehlberg will create the plot chart and Ms. Olson will follow the guidelines per the Village of Grantsburg's Swimming Pool Manager Job Description.

Public Works Administrative Assistant for the Public Works Department (Part-Time position) was discussed. With the last day for the current individual being on: Tuesday, March 28, 2017; Public Works Director, Bartlett would like to start the process of finding her replacement. The job is part time and would be up to (16 hours) weekly. He also included an advertisement for the position. He would like to start the process and place the ad in the Burnett County Sentinel on: March 29, 2017 and April 5, 2017. He would also like the ad and job description be placed on the Village's website. **After discussion, motion was made by Chairman, Rolloff to advertise for the position on the above dates and include the ad on the Village's website. Motion seconded by Member, Peer. Carried.** The board will meet to discuss the applications on Wednesday, April 12, 2017 at 10:00 a.m. at the Village Hall.

Reviews/Grade Level discussion took place. Chairman, Rolloff liked the idea of pay grades. Treasurer, Meyer will provide an updated chart with current wages for job classifications. She will also provide job descriptions to the committee.

Motion to adjourn by Chairman, Rolloff at 12:05 p.m.; seconded by Member, Ebersold. Carried.

Submitted by:

Patrice Bjorklund
Village Clerk

March 22, 2017